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<[Taylor.Jeff@epa.gov](mailto:Taylor.Jeff@epa.gov)>, "Wilson, Robert" <[Wilson.Robert@epa.gov](mailto:Wilson.Robert@epa.gov)>, "Rodriguez, Victor" <[Rodriguez.Victor@epa.gov](mailto:Rodriguez.Victor@epa.gov)>, "Barber, Wayne" <[Barber.Wayne@epa.gov](mailto:Barber.Wayne@epa.gov)>, "Martinez, Doris" <[Martinez.Doris@epa.gov](mailto:Martinez.Doris@epa.gov)>, "Moore, Bobby" <[Moore.Bobby@epa.gov](mailto:Moore.Bobby@epa.gov)>, "Kirkland, William" <[Kirkland.William@epa.gov](mailto:Kirkland.William@epa.gov)>, "Gantt, Adrienne" <[Gantt.Adrienne@epa.gov](mailto:Gantt.Adrienne@epa.gov)>, "Hitchcock, Charlie" <[Hitchcock.Charlie@epa.gov](mailto:Hitchcock.Charlie@epa.gov)>, "Pierce, DeEdria" <[Pierce.DeEdria@epa.gov](mailto:Pierce.DeEdria@epa.gov)>, "Love, Stephanie" <[Love.Stephanie@epa.gov](mailto:Love.Stephanie@epa.gov)>, "Viney, Barbara" <[Viney.Barbara@epa.gov](mailto:Viney.Barbara@epa.gov)>, "Beard, Deborah-Ward" <[beard.deborah-ward@epa.gov](mailto:beard.deborah-ward@epa.gov)>, "Keemer, Mary" <[Keemer.Mary@epa.gov](mailto:Keemer.Mary@epa.gov)>, "Lew, William" <[Lew.William@epa.gov](mailto:Lew.William@epa.gov)>, "Perkins, Barbara" <[Perkins.Barbara@epa.gov](mailto:Perkins.Barbara@epa.gov)>, "Jackson, Mildred" <[Jackson.Mildred@epa.gov](mailto:Jackson.Mildred@epa.gov)>, "KHATRI, KUSH" <[Khatri.Kush@epa.gov](mailto:Khatri.Kush@epa.gov)>, "Marusak, Kirk" <[Marusak.Kirk@epa.gov](mailto:Marusak.Kirk@epa.gov)>, "Robinson, Latonya" <[Robinson.Latonya@epa.gov](mailto:Robinson.Latonya@epa.gov)>, "Thomas, Bridgette" <[thomas.bridgette@epa.gov](mailto:thomas.bridgette@epa.gov)>, "Fields, Deborah" <[Fields.Deborah@epa.gov](mailto:Fields.Deborah@epa.gov)>, "Williams, Laurie" <[Williams.Laurie@epa.gov](mailto:Williams.Laurie@epa.gov)>, "Williams, Nicole" <[Williams.Nicole@epa.gov](mailto:Williams.Nicole@epa.gov)>, "Little, Patricia L." <[Little.PatriciaL@epa.gov](mailto:Little.PatriciaL@epa.gov)>, "Harris, PhyllisA" <[Harris.PhyllisA@epa.gov](mailto:Harris.PhyllisA@epa.gov)>, 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<[Smith-Starckey.Tracye@epa.gov](mailto:Smith-Starckey.Tracye@epa.gov)>, "Terrell, Piyachat" <[Terrell.Piyachat@epa.gov](mailto:Terrell.Piyachat@epa.gov)>, "Smith, KentS" <[Smith.KentS@epa.gov](mailto:Smith.KentS@epa.gov)>, "Milam, Claire" <[Milam.Claire@epa.gov](mailto:Milam.Claire@epa.gov)>, "Nieves, Michael" <[Nieves.Michael@epa.gov](mailto:Nieves.Michael@epa.gov)>, "Bogus, Alan" <[Bogus.Alan@epa.gov](mailto:Bogus.Alan@epa.gov)>, "Mercado, EdnaD" <[Mercado.EdnaD@epa.gov](mailto:Mercado.EdnaD@epa.gov)>, "Griffin, Malissa" <[Griffin.Malissa@epa.gov](mailto:Griffin.Malissa@epa.gov)>, "Allen, Tania" <[Allen.Tania@epa.gov](mailto:Allen.Tania@epa.gov)>, "Ridings, Sharon" <[Ridings.Sharon@epa.gov](mailto:Ridings.Sharon@epa.gov)>, "Schreefer, Kenneth" <[Schreefer.Kenneth@epa.gov](mailto:Schreefer.Kenneth@epa.gov)>, "Barnes, Jonathan" <[barnes.jonathan@epa.gov](mailto:barnes.jonathan@epa.gov)>, "Chopp, Justine" <[Chopp.Justine@epa.gov](mailto:Chopp.Justine@epa.gov)>, "Ware, Beverly" 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Sunday" <[Eme.Sunday@epa.gov](mailto:Eme.Sunday@epa.gov)>, "Snipes, Rebecca" <[snipes.rebecca@epa.gov](mailto:snipes.rebecca@epa.gov)>, "Stinger, Peter" <[Stinger.Peter@epa.gov](mailto:Stinger.Peter@epa.gov)>, "McCutcheon, Pamela" <[McCutcheon.Pamela@epa.gov](mailto:McCutcheon.Pamela@epa.gov)>, "Armstrong, Marilyn" <[Armstrong.Marilyn@epa.gov](mailto:Armstrong.Marilyn@epa.gov)>, "Bushta, Jason" <[Bushta.Jason@epa.gov](mailto:Bushta.Jason@epa.gov)>, "Boyle, Norman" <[Boyle.Norman@epa.gov](mailto:Boyle.Norman@epa.gov)>, "Dady, John" <[Dady.John@epa.gov](mailto:Dady.John@epa.gov)>, "Gillikin, Pamela" <[Gillikin.Pamela@epa.gov](mailto:Gillikin.Pamela@epa.gov)>, "DeLaCruz-Matthews, Alexandria" <[DeLaCruz-Matthews.Alexandria@epa.gov](mailto:DeLaCruz-Matthews.Alexandria@epa.gov)>, "Rocque, Eulvid" <[rocque.eulvid@epa.gov](mailto:rocque.eulvid@epa.gov)>, "Tenner, Angie" <[Tenner.Angie@epa.gov](mailto:Tenner.Angie@epa.gov)>, "Blankenship, Steven" 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Cc: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Jablonski, Janice" <jablonski.janice@epa.gov>, "Vaughn Noga (Noga.Vaughn@EPA.GOV)" <Noga.Vaughn@EPA.GOV>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Helm, Arron (Helm.Arron@epa.gov)" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Polk, Denise" <Polk.Denise@epa.gov>, "Neal, Kerry" <neal.kerry@epa.gov>, "Patrick, Kimberly" <Patrick.Kimberly@epa.gov>, "Legare, Pamela" <Legare.Pamela@epa.gov>, "Gray, Linda (gray.linda@epa.gov)" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>, "Hardy, Michael" <Hardy.Michael@epa.gov>

**Subject: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM**

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate (OARM-RTP employees should contact the HR Shared Service Center in RTP). Attachment C provides contact information for this purpose.

**If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.**

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you

decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/17/2017 8:10:59 PM  
**To:** Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]  
**Subject:** VERA VSIP Applications Received as of 4pm today

FYI ...

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**From:** Helm, Arron  
**Sent:** Monday, July 17, 2017 4:08 PM  
**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** VERA VSIP Applications Received

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**From:** Martinson, Alice  
**Sent:** Monday, July 17, 2017 4:02 PM  
**To:** Helm, Arron <helm.aron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Atkinson, Ryan <atkinson.ryan@epa.gov>; Taylor, Jeremy <taylor.jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>  
**Cc:** Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <davis.cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Ashley, Cheryl <Ashley.Cheryl@epa.gov>; Scribbs, Alison <scribbs.alison@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>  
**Subject:** VERA VSIP Applications Received

As of 4:00 this afternoon ☐ VERA/VSIP applications have been received agency-wide.  
Below is the breakdown by SSC and then by Program/Region.

HR Shared Service Center	Total
Cincinnati	<div>Ex. 5 - Deliberative Process</div>
ERD	
Las Vegas	
RTP	

Program or Region	Total
AO	<div>Ex. 5 - Deliberative Process</div>



Program or Region	Total
OAR	
OARM	
OCFO	
OCSPP	
OECA	
OEI	
OGC	
OITA	
OLEM	
ORD	
OW	Ex. 5 - Deliberative Process
Region 1	
Region 10	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	
Region 9	

Program or Region	Total
	Ex. 5 - Deliberative Process

~ Alice

Alice Martinson  
Acting Section Chief, RTP-SSC  
U.S. Environmental Protection Agency  
OARM/HRMD-RTP (MD-C639-02)  
Research Triangle Park, NC 27711  
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**To:** jlshowman5@gmail.com[jlshowman5@gmail.com]  
**From:** Showman, John  
**Sent:** Fri 7/7/2017 6:31:08 PM  
**Subject:** FW: Detailed V/V Email - Preview - This is about the best I can do with all the tables, etc.

**From:** Jablonski, Janice  
**Sent:** Friday, July 07, 2017 2:13 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** Detailed V/V Email - Preview - This is about the best I can do with all the tables, etc.

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati (for OARM employees at Headquarters and in Cincinnati) or in RTP (for OARM employees in RTP) can provide you with more

information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides contact information for this purpose.

If you decide to apply, you should do so early in the application period, which opens on July 12, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 12, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

# Ex. 5 - Deliberative Process

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# Ex. 5 - Deliberative Process

## POINTS OF Contact

**If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the HR Shared Service Center as shown below. You may also contact the SSCs if you have questions about FedHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.**

**For OARM employees located in Washington, DC or Cincinnati, OH**

**Email: [CIN\\_HRSSC\\_Benefits\\_Central@epa.gov](mailto:CIN_HRSSC_Benefits_Central@epa.gov)**

**Include “VERA/VSIP Related Request” in your email subject line.**

**Telephone: 513-569-7699**

# **Ex. 5 - Deliberative Process**

**Kimberly Patrick**

**202-566-2605**

**patrick.kimberly@epa.gov**

Attachment D

## HOW AND WHEN TO APPLY For VERA and VSIP

Before You

**Read the memorandum from your region or program office announcing the VERA and VSIP. You should apply during the application window that you are in a targeted position by reviewing Attachment A.** If you are interested in the VERA and/or VSIP, and you are unsure about your eligibility, you should apply during the application window, so the SSC can make an official determination.

Apply

**The Office of Personnel Management has information on its website regarding VERAs and VSIPs. You may view additional information on the agency's VERA/VSIP intranet site. If you need additional information, call or email the SSC points of contact identified in Attachment C.**

Where to Find  
Additional Information  
Estimating Retirement  
Pay

**There are two methods for you to obtain an annuity estimate. The FedHR Navigator allows you to estimate your own basic annuity. A webinar with instructions on using the FedHR Navigator can be found at <http://intranet.epa.gov/policy/buyouts/pdfs/FHR-Navigator-Webinar.pdf>.**

**Or, you may contact the SSC identified in Attachment C to request an annuity estimate.**

Application Window

**The application window (the time during which you must apply for a VERA or VSIP) opens July 12, 2017, and closes at 11:59 pm Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 12, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first service basis. Applications submitted after 11:59 p.m. EST, July 26, 2017, will not be considered.**

Application

**Step 1: From your EPA computer, login to the online application at <http://drupal.rtp.epa.gov/veravsip/>**

Process

**Step 2: Complete your application and press submit when you have fully completed all of the blocks. If you need assistance completing this form and/or you require an alternative application method, please contact your supervisor or the contact identified in Attachment C for assistance in submitting an application.**

You should apply early in the application window in case you experience any problems or issues in applying.

**Step 3: You will receive an email notification from the VERA/VSIP online system when your application is received.**

After You Apply

**The servicing SSC will review your application and notify you of your eligibility. You should receive a notification no later than August 2, 2017. If you are eligible and your application is approved, the SSC will ask you to complete the necessary paperwork to process your separation.**

Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 6/1/2017 9:14:52 PM  
**To:** McDonald, James [McDonald.James@epa.gov]  
**Subject:** Re: Retirement Sessions

They are working on webinars that will reach many. Those who want or need individual calculations would need to work with their benefits staff.

Sent from my iPhone

> On Jun 1, 2017, at 4:58 PM, McDonald, James <McDonald.James@epa.gov> wrote:  
>  
> Hi John,  
>  
> Hope all is well. With the announcement out now regarding V/V, are there any plans for the SSCs offer individual (one-on-one) retirement sessions? I think this will be invaluable to our employees.  
>  
> Regards,  
>  
> Sent from my iPhone

Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 2/2/2017 1:46:51 AM  
**To:** John Showman [jlshowman5@verizon.net]  
**Subject:** Fwd: hiring - note final in the name in case you look for it tomorrow  
**Attachments:** Hiring Priorities final.docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

**From:** "Vizian, Donna" <Vizian.Donna@epa.gov>  
**Date:** February 1, 2017 at 6:32:59 PM EST  
**To:** "Showman, John" <Showman.John@epa.gov>  
**Subject:** hiring - note final in the name in case you look for it tomorrow



Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 2/1/2017 5:18:27 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Fwd: R7 Prioritized Hiring Request  
**Attachments:** image003.jpg; ATT00001.htm; R7-PrioritizedHires-TentativeOffers.xlsx; ATT00002.htm

Sent from my iPhone

Begin forwarded message:

**From:** "Brincks, Mike" <[brincks.mike@epa.gov](mailto:brincks.mike@epa.gov)>  
**Date:** February 1, 2017 at 12:14:55 PM EST  
**To:** "Showman, John" <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** "Chu, Ed" <[Chu.Ed@epa.gov](mailto:Chu.Ed@epa.gov)>, "Krehbiel, Ben" <[Krehbiel.Ben@epa.gov](mailto:Krehbiel.Ben@epa.gov)>  
**Subject:** R7 Prioritized Hiring Request

John – please see attached.

Thanks

Mike

**To:** 2017HQfirstassistants[2017HQfirstassistants@epa.gov];  
2017Regionfirstassistants[2017Regionfirstassistants@epa.gov]; Dravis,  
Samantha[dravis.samantha@epa.gov]; Bennett, Tate[Bennett.Tate@epa.gov]; Brown,  
Byron[brown.byron@epa.gov]; Davis, Patrick[davis.patrick@epa.gov]; Lyons, Troy[lyons.troy@epa.gov];  
Flynn, Mike[Flynn.Mike@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]; Knapp,  
Kristien[Knapp.Kristien@epa.gov]; Threet, Derek[Threet.Derek@epa.gov]; Burden,  
Susan[Burden.Susan@epa.gov]; Wagner, Kenneth[wagner.kenneth@epa.gov]; Grantham,  
Nancy[Grantham.Nancy@epa.gov]; Schwab, Justin[schwab.justin@epa.gov]; Hupp,  
Millan[hupp.millan@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]  
**Cc:** Reeder, John[Reeder.John@epa.gov]  
**From:** Fonseca, Silvina  
**Sent:** Fri 6/30/2017 9:41:54 PM  
**Subject:** Weekly Report for June 30, 2017  
[Weekly Report 6.30.17.docx](#)

Good afternoon,

Attached is the weekly report for June 30, 2017.

Thank you and have a great weekend!

*Silvina Fonseca*

*Special Assistant (OLEM, OARM, OHS, OSBP and OCR)*

*Office of the Administrator*

*U.S. Environmental Protection Agency*

*Desk: 202.564.1955*

*Cell:* Ex. 6 - Personal Privacy

Message

---

**From:** Walsh, Ed [Walsh.Ed@epa.gov]  
**Sent:** 8/8/2017 7:07:07 PM  
**To:** Greaves, Holly [greaves.holly@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Re: Buyout pay

Not sure but can find out.

Thanks

Ed

On Aug 8, 2017, at 2:46 PM, Greaves, Holly <[greaves.holly@epa.gov](mailto:greaves.holly@epa.gov)> wrote:

Donna/Ed,

Do you know if the proposal to increase Federal buyouts from \$25,000 to \$40,000 government-wide was included in the Defense minibus? Or generally, where this proposal currently stands?

<https://www.washingtonpost.com/news/powerpost/wp/2017/07/11/trump-administration-wants-to-boost-value-of-federal-employee-buyouts/>

<http://www.govexec.com/pay-benefits/2017/07/white-house-wants-increase-federal-employee-buyout-payments/139353/>

Thank you,  
Holly

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**Cc:** Shapiro, Mike[Shapiro.Mike@epa.gov]  
**From:** Best-Wong, Benita  
**Sent:** Mon 6/5/2017 6:32:13 PM  
**Subject:** Re: Urgent V/V question

Let's chat. Are you available after 3:30?

Sent from my iPhone

On Jun 5, 2017, at 2:21 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

We probably need to talk.

## Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

On Jun 5, 2017, at 2:09 PM, Best-Wong, Benita <[Best-Wong.Benita@epa.gov](mailto:Best-Wong.Benita@epa.gov)> wrote:

## Ex. 5 - Deliberative Process

Regards,

Benita

Benita Best-Wong

Acting Principal Deputy Assistant Administrator

Office of Water

US EPA

1200 Pennsylvania Avenue, NW

Washington, DC 20460

202-566-1159

**From:** Vizian, Donna  
**Sent:** Monday, June 05, 2017 2:01 PM  
**To:** Best-Wong, Benita <[Best-Wong.Benita@epa.gov](mailto:Best-Wong.Benita@epa.gov)>  
**Cc:** Shapiro, Mike <[Shapiro.Mike@epa.gov](mailto:Shapiro.Mike@epa.gov)>  
**Subject:** FW: Urgent V/V question

## Ex. 5 - Deliberative Process

**From:** Hart, Debbi  
**Sent:** Monday, June 05, 2017 1:58 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** FW: Urgent V/V question

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Torrez, Alfredo  
**Sent:** Monday, June 05, 2017 12:31 PM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>;  
Stevens, Robert <[Stevens.Robert@epa.gov](mailto:Stevens.Robert@epa.gov)>; Erickson, Amber  
<[Erickson.Amber@epa.gov](mailto:Erickson.Amber@epa.gov)>  
**Subject:** RE: Urgent V/V question

Gary,

The requested information is below. Let me know if you need additional information.

## **Ex. 5 - Deliberative Process**

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: **Ex. 6 - Personal Privacy**

Fax: (202) 564-0500

Email: [torrez.alfredo@epa.gov](mailto:torrez.alfredo@epa.gov)

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**From:** Parker, Gary  
**Sent:** Monday, June 05, 2017 10:29 AM  
**To:** Torrez, Alfredo <[Torrez.Alfredo@epa.gov](mailto:Torrez.Alfredo@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** Urgent V/V question

Alfredo,

## Ex. 5 - Deliberative Process

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

**From:** Vizian, Donna  
**Sent:** Monday, June 05, 2017 9:45 AM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>;

Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** V/V questions

Hi – can you tell me which SL/ST positions OW has targeted? thanks



Message

---

**From:** Greaves, Holly [greaves.holly@epa.gov]  
**Sent:** 8/8/2017 6:46:35 PM  
**To:** Walsh, Ed [Walsh.Ed@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Buyout pay

Donna/Ed,

Do you know if the proposal to increase Federal buyouts from \$25,000 to \$40,000 government-wide was included in the Defense minibus? Or generally, where this proposal currently stands?

<https://www.washingtonpost.com/news/powerpost/wp/2017/07/11/trump-administration-wants-to-boost-value-of-federal-employee-buyouts/>

<http://www.govexec.com/pay-benefits/2017/07/white-house-wants-increase-federal-employee-buyout-payments/139353/>

Thank you,  
Holly

**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 3/30/2017 4:48:21 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Administrative Furlough

I think we would identify all competitive areas and all competitive levels for furlough, then the process would be pretty straight forward. If we exempted certain positions it would probably trigger a much more challenging RIF process – for example – OSCs and RPMs could be on the same comp level – if we decided not to furlough OSCs but did RPMs it could trigger the RIF process and movement between the two.

I have been playing phone tag with Mark Rhiengold about the VERA stuff, when I catch him I can ask about this too....

---

**From:** Vizian, Donna  
**Sent:** Thursday, March 30, 2017 10:53 AM  
**To:** Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: Administrative Furlough

This is confusing. We couldn't say we are going to furlough everyone equally?

---

**From:** Helm, Arron  
**Sent:** Thursday, March 30, 2017 10:14 AM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** Administrative Furlough

Per OPM, any furlough in excess of 22 workdays must follow RIF procedures. Here are a couple of key Q and A's from OPM Guidance.

Essentially, we'd have to run a full RIF – Identifying Comp Areas and levels to be furloughed. The

This does not apply to a shutdown furlough.

Also, provided link to the full updated OPM Guidance.

-----  
**N. Procedures—More than 22 Workdays (Extended Furlough)**

**1. When is an agency required to use reduction in force (RIF) procedures to administratively furlough employees?**

**A.** Agencies must follow RIF procedures for an extended furlough of more than 30 continuous calendar days, or of more than 22 discontinuous workdays (though, importantly, a furlough is a temporary placement in non-pay/non-duty status; it is not a permanent separation from service).

**If an agency needs to administratively furlough employees for more than 30 calendar days (or more than 22 workdays), must the complete 5 CFR part 351 procedures be followed?**

Yes. The complete procedures in 5 CFR part 351 must be followed, including a minimum 60 days specific written notice of the furlough action. (Question 16 has additional information on notice requirements.) The only exception to the regular procedures involves assignment rights (i.e., "bump" and "retreat" rights; see question 4).

**4. When does an employee who is reached for an extended furlough action during an administrative furlough have a right of assignment to another position?**

**A.** An employee reached for release from the competitive level because of an extended furlough has assignment rights to other positions on the same basis as an employee reached for release as a result of other RIF actions (e.g., separation or downgrading).

Because of the requirement in 5 CFR 351.701(a) that assignment rights apply only to positions lasting at least 3 months, an employee reached for an extended continuous furlough does not have assignment rights to a position held by another employee who is not affected by the furlough unless the furlough extends for 90 or more consecutive days. Also, an employee reached for a discontinuous extended furlough action does not have assignment rights to another position.

The undue interruption standard could apply to an extended furlough over 90 consecutive days. (As defined in 5 CFR 351.203, "undue interruption" essentially means that a higher-standing employee who is otherwise qualified for the assignment may exercise the assignment right only if the employee is able to perform the work of the position of the lower-standing employee within 90 days of the assignment.) The agency must consider whether undue interruption would result from both (1) the displacement of a lower-standing employee from the competitive level affected by the furlough, and (2) the recall of both employees to their official positions at the end of the furlough period.

**6. Some employees within a competitive area are paid from appropriated funds. Some are paid from a variety of other funding sources, such as trust funds, working capital, user fees, etc. Are employees who are paid from these other sources exempt from an administrative furlough and the 5 CFR part 351 process?**

**A.** Regardless of the source from which an employee is paid, each employee within a competitive area would be subject to displacement by higher standing employees within the same competitive area.

<https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-administrative-furloughs.pdf>

Arron E. Helm  
Director  
Office of Administration and Resources Management  
Research Triangle Park  
(919) 541-4252



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**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 3/30/2017 2:14:10 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Administrative Furlough

Per OPM, any furlough in excess of 22 workdays must follow RIF procedures. Here are a couple of key Q and A's from OPM Guidance.

Essentially, we'd have to run a full RIF – Identifying Comp Areas and levels to be furloughed. The

This does not apply to a shutdown furlough.

Also, provided link to the full updated OPM Guidance.

-----

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Yes. The complete procedures in 5 CFR part 351 must be followed, including a minimum 60 days specific written notice of the furlough action. (Question 16 has additional information on notice requirements.) The only exception to the regular procedures involves assignment rights (i.e., “bump” and “retreat” rights; see question 4).

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A. Regardless of the source from which an employee is paid, each employee within a competitive area would be subject to displacement by higher standing employees within the same competitive area.

<https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-administrative-furloughs.pdf>

Arron E. Helm  
Director  
Office of Administration and Resources Management  
Research Triangle Park  
(919) 541-4252



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Message

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**From:** Newton, Cheryl [Newton.Cheryl@epa.gov]  
**Sent:** 5/31/2017 6:46:47 PM  
**To:** Bloom, David [Bloom.David@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** National Program Guidance and V/V

Hi David — Looping you in on a question I posed to Donna since OCFO has the planning lead. I heard about OW's national program guidance in a meeting today and asked Chris, our WDD, to share more details which are below. It may be that for planning purposes it's necessary for the agency to conform its guidance document to the president's budget. So my request is more in the context of communication/messaging in relation to VERA/VSIP. I can imagine that as the agency guidance gets further shared and put out for state/local/tribal comment, more and more staff will see examples like below and have their concerns magnified about their jobs and what's going to happen.

We know that we can't use the proposed budget as a basis for VERA/VSIP, however, if people are going to be seeing NPM guidance such as below it may seem like our VERA/VSIP messaging is at odds with our planning and impacted folks may be further stressed believing we are missing an opportunity to use the V/V tool. So one question is whether it's clear that the agency NPM guidance documents are all being crafted to align with the president's budget. I heard from our acting SF Director that OLEM's guidance wasn't going in that direction. Then, if the agency guidance documents will really be going out aligned with the president's budget, can we be sure to have some clear talking points/messaging about the intersection between this planning/guidance development and the approach we had to take for V/V? Appreciate any thoughts/assistance. Thanks

---

**From:** Korleski, Christopher  
**Sent:** Wednesday, May 31, 2017 10:56 AM  
**To:** Newton, Cheryl <Newton.Cheryl@epa.gov>  
**Cc:** Jencius, Morgan <jencius.morgan@epa.gov>; Henry, Timothy <henry.timothy@epa.gov>; Holst, Linda <holst.linda@epa.gov>; Taylor, Jori <taylor.jori@epa.gov>  
**Subject:** Our Conversation

Super C:

Here's the Intro to the FY 2018-2019 National Water Program Guidance:

*Introduction*

*The FY 2018-2019 National Water Program Guidance describes how the EPA, states, territories, and tribal governments will work together to protect and improve the quality of the Nation's waters both at the tap and in the environment.*

*While much progress has been made over the last two decades, challenges remain to protecting America's waters. Aging infrastructure, lead and emerging contaminants in drinking water, and nutrient pollution leading to harmful algal blooms which impact drinking water sources, recreation and tourism are some of the priority areas needing the most attention. In FY 2018-2019, the National Water Program will focus its resources on supporting the modernization of outdated water infrastructure; creating incentives for new water technologies and innovation; and funding the core requirements of the Clean Water Act and Safe Drinking Water Act while providing states and tribes with flexibility to best address their particular priorities.*

*The EPA's role in specific regional efforts such as the Great Lakes Restoration Initiative, the Chesapeake Bay, and other geographic programs will be discontinued, returning the responsibility for funding local environmental efforts and programs to state and local entities. This will also allow EPA to focus on its highest national priorities.*

*Lower priority programs are discontinued or scaled back. As are duplicative functions that can be absorbed into other programs or that are state and local responsibilities. Eliminations in addition to those previously mentioned include: Beach grants, Non-point source grants (Sec. 319), National Estuary Program/Coastal Waterways, Marine Pollution, and infrastructure assistance to Alaska Native Villages and the Mexico Border.*

*Performance measures for these eliminated programs are treated as indicator measures in FY 2018-2019, meaning they will be reported, but with no national targets or commitments.*

Here's the links to what OW sent us...

[Program Specific Guidance Narrative](#)

[Measures Appendix \(A\)](#)

Thanks.

---

Chris Korleski  
Director, Water Division, Region 5  
U.S. Environmental Protection Agency  
77 W. Jackson Blvd. (W-15J)  
Chicago, IL 60604  
312 886-1432 (Liz Rosado, Assistant)  
312 353-5498 (General Office Number)  
[korleski.christopher@epa.gov](mailto:korleski.christopher@epa.gov)

Message

---

**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 3/29/2017 6:43:53 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: more workforce restructuring info

T42 are technically excepted service and they SHOULD be on their own pay plan (change request is with IBC), not AD. They are also tenure 3. So in a RIF they would be in their own competitive levels/retention registers based on those factors. I believe that many will be in their own competitive level (one per level). If that level is RIFed, they will go, and not really have rights to any other jobs, because they are not permanent. They won't end up in a level with GS employees, but if their level is targeted they would go as they have no other rights and nowhere to move.

---

**From:** Vizian, Donna  
**Sent:** Wednesday, March 29, 2017 12:33 PM  
**To:** Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: more workforce restructuring info

Thanks. What does this mean for the Title 42s?

---

**From:** Helm, Arron  
**Sent:** Wednesday, March 29, 2017 12:32 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** more workforce restructuring info

Another bit of info – all temp promotion/detail employees should be returned to their positions of record prior to the RIF, and they compete in their permanent position/comp level.

Also, OPM guidance says the agency MUST first release all temp appointees in a comp level. I believe that includes term employees.

Arron E. Helm  
Director  
Office of Administration and Resources Management  
Research Triangle Park  
(919) 541-4252



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Message

---

**From:** Fine, Steven [fine.steven@epa.gov]  
**Sent:** 6/7/2017 12:06:48 AM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: V/V Information

Thank you. I understand.

---

**From:** Vizian, Donna  
**Sent:** Tuesday, June 6, 2017 4:44 PM  
**To:** Fine, Steven <fine.steven@epa.gov>  
**Subject:** RE: V/V Information

Hi Steve. Sorry – long list of things to get to.

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

---

**From:** Fine, Steven  
**Sent:** Tuesday, June 06, 2017 4:17 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: V/V Information

Donna,

Thanks for your help with the V/V process.

FYI, it looks like OEI will be able to maintain the number of offers we previously identified.

Last week we sent some input on the selection criteria (copied below). Will the submitted plan include a way for offices to use grade level as a primary selection factor?

Thanks.

Steve

---

**From:** Fine, Steven  
**Sent:** Wednesday, May 31, 2017 8:26 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Harvey Simon (Simon.Harvey@epa.gov) <Simon.Harvey@epa.gov>  
**Subject:** RE: V/V Information

Donna and Loretta,

Thanks for sharing that.

Comments on the selection criteria:

- # Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Thanks

Steve

---

**From:** Vizian, Donna

**Sent:** Tuesday, May 30, 2017 6:12 PM

**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>

**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>

**Subject:** V/V Information

Hi Everyone,

## Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process** Best, Donna

Selection Criteria:

If the number of applications received exceeds the total number of VSIPs we can offer, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date – total EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first.

Message

---

**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 3/29/2017 4:31:48 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** more workforce restructuring info

Another bit of info – all temp promotion/detail employees should be returned to their positions of record prior to the RIF, and they compete in their permanent position/comp level.

Also, OPM guidance says the agency MUST first release all temp appointees in a comp level. I believe that includes term employees.

Arron E. Helm  
Director  
Office of Administration and Resources Management  
Research Triangle Park  
(919) 541-4252



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Message

---

**From:** Lewis, Eric [Lewis.Eric@epa.gov]  
**Sent:** 3/1/2017 2:04:23 PM  
**To:** Shapiro, Mike [Shapiro.Mike@epa.gov]; Roach, Tim [roach.tim@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Draft Report: Workforce Restructuring Under VERA-VSIP Project No. OPE-FY14-0049

Thank you.

---

**From:** Penman, Crystal **On Behalf Of** Shapiro, Mike  
**Sent:** Wednesday, March 01, 2017 7:25 AM  
**To:** Roach, Tim <roach.tim@epa.gov>; Lewis, Eric <Lewis.Eric@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Draft Report: Workforce Restructuring Under VERA-VSIP Project No. OPE-FY14-0049

Message

---

**From:** Newton, Cheryl [Newton.Cheryl@epa.gov]  
**Sent:** 5/31/2017 5:11:10 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Kaplan, Robert [kaplan.robert@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]  
**Subject:** National Program Guidance and V/V

Hi Donna -- I heard about OW's national program guidance in a meeting today and asked Chris to share more details with me.

**Ex. 5 - Deliberative Process**

# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Appreciate any thoughts/assistance. Thanks

**From:** Korleski, Christopher  
**Sent:** Wednesday, May 31, 2017 10:56 AM  
**To:** Newton, Cheryl <Newton.Cheryl@epa.gov>  
**Cc:** Jencius, Morgan <jencius.morgan@epa.gov>; Henry, Timothy <henry.timothy@epa.gov>; Holst, Linda <holst.linda@epa.gov>; Taylor, Jori <taylor.jori@epa.gov>  
**Subject:** Our Conversation

Super C:

Here's the Intro to the FY 2018-2019 National Water Program Guidance:

*Introduction*

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Here's the links to what OW sent us...

[Program Specific Guidance Narrative](#)

[Measures Appendix \(A\)](#)

Thanks.

---

Chris Korleski  
Director, Water Division, Region 5  
U.S. Environmental Protection Agency  
77 W. Jackson Blvd. (W-15J)  
Chicago, IL 60604  
312 886-1432 (Liz Rosado, Assistant)  
312 353-5498 (General Office Number)  
[korleski.christopher@epa.gov](mailto:korleski.christopher@epa.gov)

Message

---

**From:** Greaves, Holly [greaves.holly@epa.gov]  
**Sent:** 3/29/2017 2:14:34 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Bloom, David [Bloom.David@epa.gov]; Flynn, Mike [Flynn.Mike@epa.gov]  
**Subject:** RE: **Ex. 5 - Deliberative Process**

Hi Donna,

# Ex. 5 - Deliberative Process

Thanks,  
Holly

---

**From:** Vizian, Donna  
**Sent:** Tuesday, March 28, 2017 9:02 PM  
**To:** Greaves, Holly <greaves.holly@epa.gov>  
**Cc:** Bloom, David <Bloom.David@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>  
**Subject:** **Ex. 5 - Deliberative Process**

Thanks Holly. I

On Mar 28, 2017, at 8:59 PM, Greaves, Holly <greaves.holly@epa.gov> wrote:

Donna, thanks- this looks great

## Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Thanks,  
Holly

Sent from my iPhone

On Mar 28, 2017, at 5:27 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi – Please see attached

## Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process**

Please let me know what you think.

<Workforce Reshaping VERA VSIP March 2017.docx>

Message

---

**From:** Fine, Steven [fine.steven@epa.gov]  
**Sent:** 6/5/2017 1:28:41 AM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: modify V/V numbers?

Yes.

---

**From:** Vizian, Donna  
**Sent:** Sunday, June 4, 2017 9:13 PM  
**To:** Fine, Steven <fine.steven@epa.gov>  
**Subject:** Re: modify V/V numbers?

Is this to ensure you have the funds for the annual leave pay out?

On Jun 4, 2017, at 8:28 PM, Fine, Steven <[fine.steven@epa.gov](mailto:fine.steven@epa.gov)> wrote:

Hi Donna,

## Ex. 5 - Deliberative Process

Thanks.

Steve



**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 3/28/2017 8:41:03 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Bump and Retreat - OPM

From OPM's website on Bump and Retreat:

A released competitive service employee in tenure groups I or II has Bump or Retreat rights to an **"Available Position"** in the same competitive area if the agency would otherwise separate or demote the released employee by RIF, and the released employee has a current performance rating of record equivalent to Minimally Successful (Level II) or higher.

**Available Position.** The existence of an **"available position"** does not oblige an agency to offer an employee a particular position. However, an available position does establish the employee's right to be offered a position at the same grade of the available position.

An **"Available Position"** must:

1. Last at least 3 months;
2. Not be a temporary time-limited position;
3. Be in the competitive service;
4. Be a position that the released employee qualifies for;
5. Have a pay rate that requires no reduction, or the least possible reduction, in the released employee's present grade (but not to a higher grade than the employee's present position.);
6. Have the same type of work schedule (full-time, part-time, seasonal, intermittent, on-call) as the released employee's present position;
7. Be within three grades or grade-intervals of the employee's present position ("**Grade-Intervals**" are discussed below); and
8. Be held by an employee;
9. In a lower retention subgroup who is subject to bump rights, or
  1. In the same subgroup, but with less service, and who holds a position which the employee formerly occupied on a permanent basis (or an essentially identical position) that is subject to retreat rights.

Arron E. Helm  
Director  
Office of Administration and Resources Management  
Research Triangle Park  
(919) 541-4252



**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."



Message

---

**From:** Robbins, Chris [Robbins.Chris@epa.gov]  
**Sent:** 7/19/2017 1:39:28 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Fwd: Ex. 5 - Deliberative Process

Hi,

**Ex. 5 - Deliberative Process**

Sent from my iPad

Begin forwarded message:

**From:** [Robbins.Chris@epa.gov](mailto:Robbins.Chris@epa.gov)  
**Date:** July 19, 2017 at 9:38:08 AM EDT  
**To:** [vizian.donna@epa.gov](mailto:vizian.donna@epa.gov)  
**Cc:** Maryellen Radzikowski <[Radzikowski.Maryellen@epa.gov](mailto:Radzikowski.Maryellen@epa.gov)>, [Kavlock.Robert@epa.gov](mailto:Kavlock.Robert@epa.gov)  
**Subject:** Ex. 5 - Deliberative Process

Why Vera Vsip does not jeopardize ORD's ability to carry out its scientific mission.

ORD is EPA's largest and most geographically dispersed organization. Employees in a number of different ORD locations have been offered the VERA/VSIP. Roughly 3/4 of the individuals who received an offer are scientists. VERA/VSIP offers were made only to those individuals retirement eligible or early retirement eligible. In 2015 and 2016, ORD was able to bring on-board a number post-doctoral employees for 3-4 years that provide technical expertise in cutting-edge scientific areas. The post-doc program has historically been focused on hiring newly graduated Ph.Ds. with the science backgrounds needed to enhance ORD's science capabilities in the quickly changing world of science.

Mary Ellen Radzikowski  
Acting Associate Assistant Administrator  
Office of Research and Development  
[Radzikowski.maryellen@epa.gov](mailto:Radzikowski.maryellen@epa.gov)  
[202 564 6757](tel:2025646757)

Sent from my iPad

**From:** Robbins, Chris [Robbins.Chris@epa.gov]  
**Sent:** 7/19/2017 1:38:10 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]; Kavlock, Robert [Kavlock.Robert@epa.gov]  
**Subject:** Take 2

## Ex. 5 - Deliberative Process

ORD is EPA's largest and most geographically dispersed organization. Employees in a number of different ORD locations have been offered the VERA/VSIP. Roughly 2/3 of the individuals who received an offer are scientists. VERA/VSIP offers were made only to those individuals retirement eligible or early retirement eligible. In 2015 and 2016, ORD was able to bring on-board a number post-doctoral employees for 3-4 years that provide technical expertise in cutting-edge scientific areas. The post-doc program has historically been focused on hiring newly graduated Ph.Ds. with the science backgrounds needed to enhance ORD's science capabilities in the quickly changing world of science.

Mary Ellen Radzikowski  
Acting Associate Assistant Administrator  
Office of Research and Development  
[Radzikowski.maryellen@epa.gov](mailto:Radzikowski.maryellen@epa.gov)  
[202 564 6757](tel:2025646757)

Sent from my iPad

Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/19/2017 8:37:32 PM  
**To:** Bonner, Jerome [Bonner.Jerome@epa.gov]  
**CC:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]  
**Subject:** Re: Revised V/V Schedule - eOPF Update Impact

Once you get me that I will work with the info and send a message to the daa dra community. I will probably change some of the info but I will have enough info to use.

Sent from my iPhone

On Jul 19, 2017, at 4:35 PM, Bonner, Jerome <Bonner.Jerome@epa.gov> wrote:

Got it!

Sent from my iPhone

On Jul 19, 2017, at 16:31, Showman, John <Showman.John@epa.gov> wrote:

## Ex. 5 - Deliberative Process

Sent from my iPhone

On Jul 19, 2017, at 4:27 PM, Bonner, Jerome <Bonner.Jerome@epa.gov> wrote:

Hi John,

Please find below draft communication for senior leadership on the V/V revised schedule and eOPF. The message was coordinated among the HRSSCs. Please note detail information will be provided to PMOs/RHROs tomorrow, to include detailed discussion during the HR Community Call. I am standing by for suggested edits/revisions.

\*\*\*\*\*

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

**Jerome W. Bonner**  
**Environmental Protection Agency**  
**Office of Administration and Resources Management -**  
**Cincinnati**  
**Director, Human Resources**  
**Cincinnati Human Resources Shared Service Center**  
**Tel: 513-569-7950**  
**Mobile:** Ex. 6 - Personal Privacy

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---

**From:** Vizian, Donna  
**Sent:** Wednesday, July 19, 2017 3:01 PM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>; Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Moore, Bobby <[Moore.Bobby@epa.gov](mailto:Moore.Bobby@epa.gov)>  
**Subject:** Re: Revised V/V Schedule - eOPF Update Impact

Following up on John's note we need to send a short email to the senior leadership about this also

On Jul 19, 2017, at 2:46 PM, Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)> wrote:

Thanks everybody. I would like to know the communication outreach plan for new schedule before it moves forward. Thanks.

Sent from my iPhone

On Jul 19, 2017, at 2:24 PM, Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)> wrote:

SSC Directors,

The revised schedule has been approved by senior management and is attached.

The next steps are to send a communication to customers and determine if the changes/eOPF issue require union notification.

I will be out of the office for the rest of the week, so I need to hand the communication responsibilities over to the SSCs. I know SSC staff and ITD are working hard to figure out a workaround and develop instructions for

applicants. I think it makes sense to send one communication with the updated schedule and workaround information.

Perhaps the SSCs can also utilize tomorrow's HR Community call to discuss the matter?

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

<SSC Schedule V-V 7-19-17.docx>

<SSC Schedule V-V 7-19-17.docx>



Message

---

**From:** Mccabe, Catherine [McCabe.Catherine@epa.gov]  
**Sent:** 5/25/2017 7:44:29 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Update on V/V

Thanks, Donna. I hope you're doing well.

---

**From:** Vizian, Donna  
**Sent:** Thursday, May 25, 2017 3:12 PM  
**To:** Mccabe, Catherine <McCabe.Catherine@epa.gov>  
**Subject:** Re: Update on V/V

Hi Catherine. Mike talked with the organizations on the high side. I expect a few adjustments there, but nothing else.

On May 25, 2017, at 2:53 PM, Mccabe, Catherine <McCabe.Catherine@epa.gov> wrote:

Donna – will you be doing anything to try to bring more consistency to the wide range of numbers?

---

**From:** Vizian, Donna  
**Sent:** Thursday, May 25, 2017 2:40 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>  
**Subject:** Update on V/V

Hi Everyone,

We received the green light to move forward. Thanks to those offices that sent in their packages. Please keep them coming. We are working on an announcement of the decision to staff, early communication, engaging the unions, a timeline and funding considerations. We will have an update on Tuesday at our noon meeting.

Enjoy the long weekend.

Donna

**To:** Coleman, Sam[Coleman.Sam@epa.gov]  
**Cc:** Flynn, Mike[Flynn.Mike@epa.gov]; 2017HQfirstassistants[2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants[2017Regionfirstassistants@epa.gov]; Greaves, Holly[greaves.holly@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]  
**From:** Rodrigues, Cecil  
**Sent:** Fri 3/17/2017 12:07:57 PM  
**Subject:** Re: Core Messages on 2018 budget

I also had an all hands meeting yesterday afternoon. There were numerous questions about RIF, early buy outs and regional consolidation.

**Ex. 5 - Deliberative Process**

## Ex. 5 - Deliberative Process

Thanks. Cecil

Cecil Rodrigues

Acting Regional Administrator

EPA Region III (3RA00)

1650 Arch Street

Philadelphia, PA 19103

215.814.2683

iPhone **Ex. 6 - Personal Privacy**

On Mar 16, 2017, at 6:07 PM, Coleman, Sam <Coleman.Sam@epa.gov> wrote:

I briefed my managers this am, and had an “All Hands” right after lunch.

Most questions assumed that the reductions were a “done deal” and related to implementation. I made the point that this is just a part of the process and it was too early to talk about implementation. I emphasized the importance of the work being done and the importance of the staff that does that work, expressing appreciation from the Administrator and the President.

Samuel Coleman, P.E.

Deputy Regional Administrator

EPA Region 6

[coleman.sam@epa.gov](mailto:coleman.sam@epa.gov)

214.665.2100 Ofc

214.665.3110 Direct

Ex. 6 - Personal Privacy Cell

**From:** Flynn, Mike

**Sent:** Thursday, March 16, 2017 11:42 AM

**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>

**Cc:** Greaves, Holly <[greaves.holly@epa.gov](mailto:greaves.holly@epa.gov)>; Jackson, Ryan <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)>

**Subject:** Core Messages on 2018 budget

Hi everyone,

## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks to all of you for helping your staff through this time.

Mike

Core Messages on 2018 Budget:

- Today, the Office of Management and Budget (OMB) released the President's 2018 Budget, which provides EPA with funding of \$5.65 billion and approximately 3200

fewer positions. This represents a 31% reduction from levels contained in the annualized 2017 Continuing Resolution.

- Funding reductions were made across all domestic agencies in order to support the President's vision to increase funding for the military and programs for veterans.

- We are in the very early stages of a long budget process and final funding levels will not be settled until Congress acts. The Agency will work with Congress as they review the President's request.

- EPA has an important core mission of protecting human health and the environment, and each of you have important jobs to do.

- As we work through this process, it's important to keep your focus on doing the important work you all do in carrying out the Agency's mission. Thank you for continued dedication and hard work.

Message

**From:** Reinhold, Mark D [Mark.Reinhold@opm.gov]  
**Sent:** 6/27/2017 4:50:51 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

So all we know is that they want to "clarify some things related to the business case"...

---

**From:** Vizian, Donna [mailto:Vizian.Donna@epa.gov]  
**Sent:** Monday, June 26, 2017 5:59 PM  
**To:** Reinhold, Mark D  
**Subject:** FW: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2  
**Importance:** High

Hi Mark,

Hope all is well. Have you heard anything about OMB questions on our package.

Thanks  
Donna

---

**From:** Hunt, Loretta  
**Sent:** Monday, June 26, 2017 5:46 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Cc:** Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>  
**Subject:** FW: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2  
**Importance:** High

Donna,

OMB wants to meet with EPA to discuss the agency's business case.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Grossman, Andrea L. [Ex. 6 - Personal Privacy]  
**Sent:** Monday, June 26, 2017 5:31 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. [Ex. 6 - Personal Privacy]; Mulligan, James S.

[Ex. 6 - Personal Privacy]  
**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman  
Program Examiner, OMB Environment Branch  
202-395-4756

**From:** Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

**Sent:** Thursday, June 22, 2017 6:52 PM

**To:** Hickey, Mike J. [Ex. 6 - Personal Privacy] Mahoney, Michael J <Mike.Mahoney@opm.gov>;  
Snowden, Gregory A <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton,  
Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Grossman, Andrea L [Ex. 6 - Personal Privacy]

**Ex. 6 - Personal Privacy**

**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin  
<Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

**Subject:** RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta

**Sent:** Thursday, June 22, 2017 6:48 PM

**To:** 'Hickey, Mike J.' [Ex. 6 - Personal Privacy] 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>;  
'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton,  
Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>;

'Andrea\_L\_Grossman' [Ex. 6 - Personal Privacy]

**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin  
<Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

**Subject:** Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information [Ex. 5 - Deliberative Process] The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Rodrigues, Cecil [rodrigues.cecil@epa.gov]  
**Sent:** 6/19/2017 8:18:30 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Re: Update on V?V

Ok.

Sent from my iPhone

On Jun 19, 2017, at 4:15 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Please do not hold it unless you have the green light.

---

**From:** Rodrigues, Cecil  
**Sent:** Monday, June 19, 2017 4:15 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** Re: Update on V?V

We are scheduling an all hands tomorrow afternoon.

Sent from my iPhone

On Jun 19, 2017, at 4:04 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Hi Everyone,

The draft request did go over to OPM and OMB on Friday. Thanks to your staff for all the hard work on this. I hope to provide talking points tomorrow for your use in speaking with staff. In the interim, please hold up on sharing any information.

Thanks  
Donna



Message

---

**From:** Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]  
**Sent:** 5/1/2017 6:38:37 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Thank You

Donna, thanks so much for taking time out of your busy day to talk to our group about the v/v strategy under development here in ORD. Your comments were really helpful and helped push us to closure.

MER

Mary Ellen Radzikowski  
Acting Associate Assistant Administrator  
Office of Research and Development  
[Radzikowski.maryellen@epa.gov](mailto:Radzikowski.maryellen@epa.gov)  
202 564 6757

Message

---

**From:** Rodrigues, Cecil [rodrigues.cecil@epa.gov]  
**Sent:** 6/19/2017 8:14:49 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Re: Update on V?V

We are scheduling an all hands tomorrow afternoon.

Sent from my iPhone

On Jun 19, 2017, at 4:04 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Hi Everyone,

The draft request did go over to OPM and OMB on Friday. Thanks to your staff for all the hard work on this. I hope to provide talking points tomorrow for your use in speaking with staff. In the interim, please hold up on sharing any information.

Thanks  
Donna

Message

---

**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 6/2/2017 5:10:43 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Workforce Reshaping Documents  
**Attachments:** Workforce Reshaping EMC Briefing\_March 2017 FINAL.docx; Reduction in Force Steps and Estimated Timeline.docx

Donna, below is what we used before and gave to OCFO for OMB I believe – made some minor updates. There are two attachments – one is the timeline and steps document we did we a few updates for current status – the other is the one BJ did with the arrows, I just updated where we are on comp levels. Basically, we have done most of the work we can do behind the scenes to prepare. We can move to the next step on Comp Levels however that would involve bringing some program SMEs in as well as around 20 HR Staff divided between the Centers for PD review and application of the levels. For this reason, we have held off on moving forward on that step. There is still routine ongoing cleanup work we are doing just as part of our normal processes – finishing up getting the missing ratings (far fewer than I expected actually), cleaning up other data elements on employees as we work actions etc. Let me know if any of this works for what you need for Holly or if you'd like something different.

---

EPA is currently considering and preparing for strategic workforce reshaping options to effectively and efficiently align the agency's workforce with current or anticipated requirements. This includes:

Use of VERA/VSIP

- The agency's senior leadership is currently identifying themes for a potential FY2017 VERA/VSIP proposal.

Initial Preparation Efforts Associated with a Reduction in Force

- In March, OARM's HR Shared Service Centers began a review and validation of Performance Ratings for all employees covering the last four years. The review has been completed and any missing ratings are being tracked down and updated to ensure proper accounting of performance ratings per regulation.
- OARM conducted research and reviewed revised OPM issuances regarding Reduction in Force and Workforce Restructuring.
- OARM consulted with the Office of Personnel Management regarding the RIF process, Competitive Areas and Competitive Levels, as well as opportunities to engage assistance from OPM should we enter into a RIF process.
- The Agency reviewed its RIF Policy and competitive areas. Competitive Area modifications are under consideration.
- The Agency has established new competitive levels in order to effectively run a Reduction in Force. The new Competitive Levels are being held pending potential Subject Matter Expert review and entry into personnel system.
- In 2013 several EPA HR Operations and Policy staff attended Reduction in Force Training provided by the USDA Graduate School. The Agency is exploring training opportunities with the USDA Graduate School and/or Office of Personnel Management for additional employees.

Arron E. Helm  
Director  
Office of Administration and Resources Management  
Research Triangle Park  
(919) 541-4252



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

---

**From:** Gray, David [gray.david@epa.gov]  
**Sent:** 6/19/2017 8:06:11 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Update on V?V

Thanks

---

**From:** Vizian, Donna  
**Sent:** Monday, June 19, 2017 3:04 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** Update on V?V

Hi Everyone,

The draft request did go over to OPM and OMB on Friday. Thanks to your staff for all the hard work on this. I hope to provide talking points tomorrow for your use in speaking with staff. In the interim, please hold up on sharing any information.

Thanks  
Donna

Message

---

**From:** Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]  
**Sent:** 5/1/2017 12:31:25 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Osaka, Anna [Osaka.Anna@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]  
**Subject:** ORD's EC Subcommittee call at noon today on V/V

Good morning Donna. First let me thank you for offering to talk to the ORD EC subcommittee today on the V V planning efforts. I would like to offer this game plan. The call starts at noon and I already advised my subcommittee that we need to complete any discussion with you in 20 minutes.... Hopefully giving you some time to breathe before your next meeting.

The goal is to quickly summarize our strategy for the VV and then ask for your insights, guidance, etc. that will help us be as successful as possible in this effort. I don't believe we have any show stoppers, but you have greater visibility into the agency plan than we do. Hopefully this makes sense.

## Ex. 6 - Personal Privacy

Thanks again and talk at noon. The invite has the call in number.

Mary Ellen Radzikowski  
Acting Associate Assistant Administrator  
Office of Research and Development  
[Radzikowski.maryellen@epa.gov](mailto:Radzikowski.maryellen@epa.gov)  
202 564 6757

Message

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**From:** Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]  
**Sent:** 4/29/2017 1:45:37 PM  
**To:** Robbins, Chris [Robbins.Chris@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Kavlock, Robert [Kavlock.Robert@epa.gov]  
**Subject:** Re: V/V discussion

Yes. You have been added to invite for Monday. Thank you.

Sent from my iPhone

> On Apr 29, 2017, at 9:43 AM, Robbins, Chris <Robbins.Chris@epa.gov> wrote:  
>  
> Thanks! Will get invite out first thing Monday.  
>  
> Sent from my iPhone  
>  
>> On Apr 28, 2017, at 4:03 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:  
>>  
>> Happy to do it. Will you send a meeting invite?  
>>> On Apr 28, 2017, at 8:44 AM, Robbins, Chris <Robbins.Chris@epa.gov> wrote:  
>>>  
>>> Hi Donna,  
>>>  
>>> Bob let me know that you offered to join us as we further discuss options for the V/V planning exercise. Maryellen Radzikowski, our acting AAA, is leading a subgroup of our Executive Council in developing and discussing options. They are having a meeting on Monday, May 1, at noon and she would love to have you join them if you are available. Thanks!  
>>>  
>>> Chris  
>>>  
>>>  
>>> Sent from my iPad

Message

---

**From:** Robbins, Chris [Robbins.Chris@epa.gov]  
**Sent:** 4/29/2017 1:43:42 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Kavlock, Robert [Kavlock.Robert@epa.gov]; Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]  
**Subject:** Re: V/V discussion

Thanks! Will get invite out first thing Monday.

Sent from my iPhone

> On Apr 28, 2017, at 4:03 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>

> Happy to do it. Will you send a meeting invite?

>> On Apr 28, 2017, at 8:44 AM, Robbins, Chris <Robbins.Chris@epa.gov> wrote:

>>

>> Hi Donna,

>>

>> Bob let me know that you offered to join us as we further discuss options for the V/V planning exercise. Maryellen Radzikowski, our acting AAA, is leading a subgroup of our Executive Council in developing and discussing options. They are having a meeting on Monday, May 1, at noon and she would love to have you join them if you are available. Thanks!

>>

>> Chris

>>

>>

>> Sent from my iPad



Message

---

**From:** Wheeler, Kimberly [Wheeler.Kimberly@epa.gov]  
**Sent:** 4/21/2017 3:02:49 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Subject:** Fwd: Office Director Discussion

Not much room to move this meeting. Your thoughts?

Sent from my iPhone

Begin forwarded message:

**From:** "Polk, Denise" <Polk.Denise@epa.gov>  
**Date:** April 20, 2017 at 3:17:54 PM EDT  
**To:** "Wheeler, Kimberly" <Wheeler.Kimberly@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>  
**Cc:** "Neal, Kerry" <neal.kerry@epa.gov>  
**Subject:** Re: Office Director Discussion

Is it possible to move this meeting to Wednesday of next week? Kerry and I need time to review information and it's not enough time to meet and discuss before this time. Also, the GMO Meeting is this week and the sessions will not end until tomorrow afternoon, which doesn't leave us much time to discuss. Additionally, I'm committed to speak at the NACE Program Tuesday morning starting at 11am.

Thanks in advance for your consideration of my request.

Denise A. Polk, Director  
Office of Grants and Debarment (OGD)  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Mail Stop: 3901R  
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy Cell)

Email: [Polk.Denise@epa.gov](mailto:Polk.Denise@epa.gov)

On Apr 20, 2017, at 3:03 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Purpose: Follow-up discussion from the Office Directors meeting on 4/20 to have a 3 hour meeting on VERA/VSIP.

<meeting.ics>

Message

---

**From:** Kenyon, Michael [Kenyon.Michael@epa.gov]  
**Sent:** 4/28/2017 6:06:30 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Szaro, Deb [Szaro.Deb@epa.gov]  
**Subject:** Re: "Safe" positions for VSIP

Many thanks, Donna. This helps enormously.

Sent from my iPhone

On Apr 28, 2017, at 1:19 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Hi Everyone. You may recall that a few weeks ago we talked about language regarding safe positions that was included in OPM's revised V/V guidance that was issued in March. This week we received clarification from OPM which gives us greater flexibility in establishing a pool of eligible positions. The definition is below. Please let me know if you have any questions.

Enjoy the weekend.

Donna

---

**From:** Reinhold, Mark D [<mailto:Mark.Reinhold@opm.gov>]  
**Sent:** Wednesday, April 26, 2017 8:50 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** "Safe" positions for VSIP [WARNING: DKIM validation failed]

Hi Donna – Hope all is well. I can't remember if I ever closed the loop on this. The bottom line is that you can include "safe" positions in a VSIP offering to the extent that they may provide a placement for an employee whose position is subject to elimination/restructuring. Here's a working definition:

"Safe" positions: positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide placement for an employee whose position will be reduced/restructured/eliminated.

Mark

Mark Reinhold  
*Associate Director, Employee Services*  
*and Chief Human Capital Officer*  
[mark.reinhold@opm.gov](mailto:mark.reinhold@opm.gov)

*To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.*

**To:** Wheeler, Kimberly[Wheeler.Kimberly@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]  
**Cc:** Neal, Kerry[neal.kerry@epa.gov]  
**From:** Polk, Denise  
**Sent:** Thur 4/20/2017 7:17:54 PM  
**Subject:** Re: Office Director Discussion

Is it possible to move this meeting to Wednesday of next week? Kerry and I need time to review information and it's not enough time to meet and discuss before this time. Also, the GMO Meeting is this week and the sessions will not end until tomorrow afternoon, which doesn't leave us much time to discuss. Additionally, I'm committed to speak at the NACE Program Tuesday morning starting at 11am.

Thanks in advance for your consideration of my request.

Denise A. Polk, Director

Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Mail Stop: 3901R  
Washington, DC 20460

(202) 564-5306 (Phone)

**Ex. 6 - Personal Privacy** (Cell)

Email: Polk.Denise@epa.gov

On Apr 20, 2017, at 3:03 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Purpose: Follow-up discussion from the Office Directors meeting on 4/20 to have a 3 hour meeting on VERA/VSIP.

<meeting.ics>

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Allen, Reginald  
**Sent:** Thur 6/29/2017 12:53:53 AM  
**Subject:** FW: Moving forward with V/V

Donna

Did they finalize the group you created for HQ ARA equivalents? Can't find it on the global.

Please; Please; Please

Best

Reggie

*Reginald E. Allen, SES*

*Assistant Deputy Chief of Staff*

*U.S. Environmental Protection Agency*

*Office 202-564-0444*

*Direct 202-564-1029*

Cell 

Ex. 6 - Personal Privacy

**From:** Vizian, Donna  
**Sent:** Wednesday, June 28, 2017 4:23 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; ARA <ARA@epa.gov>  
**Subject:** Moving forward with V/V

Hi Everyone,

As I mentioned yesterday, OMB requested a meeting on our V/V proposal. The meeting went well. I don't expect their questions to hold up moving forward with the plan, however we do need to provide some additional data. We need to refine our costing tables and we need to be consistent. OCFO has graciously agreed to help with this (thanks Carol). We will be reaching out to your staff to help us complete this quickly. Thanks in advance.

Best,

Donna

Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 6/8/2017 7:59:46 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**CC:** Carter, Rick [Carter.Rick@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Retirement Webinars?

Thanks --- remembered you said later in the week --- I'm out next week and want to make sure as they prepare to issue communications on V/V that we are prepared on the retirement seminar front.

---

**From:** Helm, Arron  
**Sent:** Thursday, June 08, 2017 3:57 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Carter, Rick <Carter.Rick@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Re: Retirement Webinars?

They did. Expecting proposal from them today.

Sent from my iPhone

On Jun 8, 2017, at 3:54 PM, Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)> wrote:

Have the SSCs connected on the schedule/plan for providing retirement planning webinars?

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

---

**From:** Greaves, Holly [greaves.holly@epa.gov]  
**Sent:** 7/18/2017 7:33:44 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: V/V write up  
**Attachments:** VERA VSIP edit COS July2017docx (002).docx

Yes! Sorry, I didn't know it was going out to a broad group. I did tell him I worked with you on it.

---

**From:** Vizian, Donna  
**Sent:** Tuesday, July 18, 2017 3:32 PM  
**To:** Greaves, Holly <greaves.holly@epa.gov>  
**Subject:** V/V write up

Ryan shared hard copy what you dent. I need to add, can you send tome please.

Message

---

**From:** O'Grady, John [Ogrady.Johnj@epa.gov]  
**Sent:** 6/8/2017 6:40:40 PM  
**To:** Corbett, Krysti [Corbett.Krysti@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Morton, Gary [Morton.Gary@epa.gov]; Denise.D.Morrison@gmail.com  
**Subject:** Designation of Chief Negotiator

Krysti,

This is to notify you that I have designated Gary Morton as the Chief Negotiator for the VERA VSIP activity this fiscal year and moving into next fiscal year (2017-2018)

In Solidarity!

*John J. O'Grady*

John J. O'Grady  
President, AFGE Council 238  
P.O. Box 2546  
Chicago, IL 60690

Cell Phone: 630.699.6106  
E-mail: [PresidentCouncil238@gmail.com](mailto:PresidentCouncil238@gmail.com)  
Website: <http://www.AFGECouncil238.org>

***Respect, Engagement, Accountability, Common Goals, Honesty***



Message

---

**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 4/7/2017 3:25:51 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** FW: Questions from EPA [WARNING: DKIM validation failed]

FYI,

---

**From:** Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]  
**Sent:** Friday, April 07, 2017 11:15 AM  
**To:** Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** Fwd: Questions from EPA [WARNING: DKIM validation failed]

Arron

Thanks for the questions...

The answer to your first question is...it depends on how your agency describes what it intends to do with the VERA-covered 'safe positions'. If you intend to restructure the position, or fill it at a lower grade level, this can work. If your agency intends to abolish the VERA-covered 'safe positions' then you can't do this because there would be no position to move employees into.

The answer to your second question is...yes, just notice and appeal rights (because everyone in your scenario everyone will be affected or treated equally).

I hope this helps...

-Mike

Sent from my iPad

On Mar 31, 2017, at 9:05 AM, "Reinhold, Mark D" <[Mark.Reinhold@opm.gov](mailto:Mark.Reinhold@opm.gov)> wrote:

Could someone please respond to these questions from EPA? Please email responses to [helm.aron@epa.gov](mailto:helm.aron@epa.gov)

1. OPM's guidance states: "Besides providing an incentive for employees to voluntarily retire or resign to avoid potential reduction in force actions, the agency may also offer VERA to employees in safe positions that could then provide placement opportunities for employees occupying surplus positions."

#### Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

2. Administrative Furloughs of greater than 22 work days (30 days): When all employees in a competitive area are subject to a furlough of this length and for the same number of days, what does it mean to "apply RIF

procedures”? Is it merely the fact that the agency would have to follow the notice requirements and provide the appeal rights described in 351?

Mark Reinhold  
*Associate Director, Employee Services*  
*and Chief Human Capital Officer*  
[mark.reinhold@opm.gov](mailto:mark.reinhold@opm.gov)

*To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.*

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Parker, Gary  
**Sent:** Fri 5/12/2017 7:52:02 PM  
**Subject:** RE: V/V Theme Email

Depends on perspective I believe.

## Ex. 5 - Deliberative Process

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:35 PM  
**To:** Parker, Gary <parker.gary@epa.gov>  
**Subject:** RE: V/V Theme Email

Do you think the multiple approps confuses things?

**From:** Parker, Gary  
**Sent:** Friday, May 12, 2017 3:32 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>  
**Subject:** RE: V/V Theme Email

Donna,

Revised by eliminating the following columns: Inspector General, Hazardous Waste Electronic Manifest System Fund and Water Infrastructure Finance and Innovation Fund.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:15 PM

**To:** Parker, Gary <parker.gary@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** RE: V/V Theme Email

Gary – can you please delete the columns IG and following thanks

**From:** Parker, Gary  
**Sent:** Friday, May 12, 2017 2:30 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** V/V Theme Email

Donna,

Below is proposed email to send.

Colleagues,

## Ex. 5 - Deliberative Process

Best,

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Helm, Arron  
**Sent:** Fri 4/14/2017 12:57:12 PM  
**Subject:** FW: FYI -- important info

Here is more.

**From:** Helm, Arron  
**Sent:** Tuesday, March 07, 2017 3:58 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: FYI -- important info

ok

**From:** Vizian, Donna  
**Sent:** Tuesday, March 07, 2017 3:56 PM  
**To:** Helm, Arron <Helm.Arron@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Re: FYI -- important info

We need to talk in 5 minutes

On Mar 7, 2017, at 3:46 PM, Helm, Arron <Helm.Arron@epa.gov> wrote:

See below.

**From:** Smith, Kathryn  
**Sent:** Tuesday, March 07, 2017 3:10 PM  
**To:** Sinani, Carly <Sinani.Carly@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: FYI -- important info

As far as the career conditional employees, I wanted to highlight that the CFR in 315.804 and 805 provide for termination of probationers for unsatisfactory performance or conduct and for "conditions arising before appointment," generally misconduct/suitability issues. I

am not aware of any provision for removing an employee during a probationary period based on a lack of funds or available work. I believe this would need to be performed under RIF procedures.

Per OPM: "An agency is required to use the RIF procedures when an employee is faced with separation or downgrading for a reason such as reorganization, lack of work, shortage of funds, insufficient personnel ceiling, or the exercise of certain reemployment or restoration rights."

Sincerely,

Kathryn

Kathryn Smith

Labor and Employee Relations Specialist

U.S. Environmental Protection Agency

Office: (919) 541-4216

Cell: **Ex. 6 - Personal Privacy**

CONFIDENTIALITY: This email may contain privileged or confidential information. If you are not the intended addressee, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately and delete it. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

**From:** Smith, Kathryn

**Sent:** Tuesday, March 07, 2017 3:01 PM

**To:** Sinani, Carly <[Sinani.Carly@epa.gov](mailto:Sinani.Carly@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>

**Subject:** FYI

**Excepted Service**

**MSPB**



VRA

Schedule A disability

Pathways/Schedule D

A Preference eligible veteran in the excepted service has full appeal rights after 1 year. A preference eligible in the excepted service who has not completed 1 year or more of current, continuous service in the same or similar position, may not appeal termination to the Board. With for the following exceptions:

Employees terminated during their trial period have limited appeal rights and may appeal to the Board only if they believe their termination was based on (a) partisan political reasons, or (b) marital status. They may also appeal the termination based on discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability, but only if the allegation of such discrimination is raised in addition to (a) or (b) mentioned above.

### **Competitive Service**

### **MSPB**

Career Conditional (during probationary Period) Employees terminated during their probationary period have limited appeal rights to the MSPB (the Board). They may appeal to the Board if they believe their termination was based on (a) partisan political reasons, or (b) marital status. They may also appeal the termination based on discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability, but only if the allegation of such discrimination is raised in addition to (a) or (b) mentioned above.

Employees may have other appeal rights including EEO, USERRA, Whistleblower Protection, etc.

Sincerely,

Kathryn

Kathryn Smith

Labor and Employee Relations Specialist

U.S. Environmental Protection Agency

Office: (919) 541-4216

Cell: **Ex. 6 - Personal Privacy**

CONFIDENTIALITY: This email may contain privileged or confidential information. If you are not the intended addressee, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately and delete it. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message


---

**From:** Greaves, Holly [greaves.holly@epa.gov]  
**Sent:** 7/18/2017 3:15:14 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: V/V

Yes, perfect! Thank you!

---

**From:** Vizian, Donna  
**Sent:** Tuesday, July 18, 2017 11:14 AM  
**To:** Greaves, Holly <greaves.holly@epa.gov>  
**Subject:** FW: V/V

I think the attached is helpful. Slide #3 has targeted positions and max offers by office. It is  total

Message

---

**From:** Wheeler, Kimberly [Wheeler.Kimberly@epa.gov]  
**Sent:** 5/12/2017 2:39:37 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Las Vegas Info  
**Attachments:** Vizian-Showman Las Vegas May 2017.docx; D Vizian Talking Pts II - May 15 2017 rev.docx; OARM LV-SSC Award Ceremony Script rev 5-11lv rev.docx

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Richardson, RobinH  
**Sent:** Tue 7/11/2017 3:04:28 PM  
**Subject:** Re: At CHCO so will be late for noon meeting.

Got it! Thank you! We'll start with Reforms if Byron is there and move to the SLC/ECOS meetings until you arrive for V/V.

-----  
Robin H Richardson  
PDAA/OCIR  
202-564-3358 (desk)

Ex. 6 - Personal Privacy (cell)

richardson.robinh@epa.gov

> On Jul 11, 2017, at 10:42 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:  
>  
>

Message

---

**From:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Sent:** 4/6/2017 2:55:45 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: V/V Talkers

So – what do you want me to do?

Marian Pechmann Cooper  
Chief of Staff  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233



---

**From:** Vizian, Donna  
**Sent:** Thursday, April 06, 2017 10:29 AM  
**To:** Cooper, Marian <Cooper.Marian@epa.gov>  
**Subject:** Re: V/V Talkers

It's in my mail. He did them yesterday

On Apr 6, 2017, at 7:16 AM, Cooper, Marian <[Cooper.Marian@epa.gov](mailto:Cooper.Marian@epa.gov)> wrote:

So – do you have any sense when Barry will have his V/V talkers done? Thanks

Marian Pechmann Cooper  
Chief of Staff  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233

<image003.png>

Message

---

**From:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Sent:** 4/6/2017 1:16:05 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** V/V Talkers

So – do you have any sense when Barry will have his V/V talkers done? Thanks

Marian Pechmann Cooper  
Chief of Staff  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233



Message

---

**From:** Terris, Carol [Terris.Carol@epa.gov]  
**Sent:** 7/11/2017 12:15:13 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Bloom, David [Bloom.David@epa.gov]  
**Subject:** Re: Thank You

We were happy to help  
Congratulations on getting approval!

Sent from my iPhone

On Jul 10, 2017, at 5:45 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Carol, just a quick note to say thanks to you and your staff for helping with the costing of the V/V package. We could not have done it without your help.

Best,  
Donna



Message

---

**From:** Greaves, Holly [greaves.holly@epa.gov]  
**Sent:** 7/17/2017 9:08:59 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Attachments:** VERA VSIP.docx; ATT00001.txt

**To:** Flynn, Mike[Flynn.Mike@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Thur 6/1/2017 9:14:16 PM  
**Subject:** FW: Updated VERA VSIP Numbers  
20170601 VERA VSIP SES.SL.ST.xlsx

**From:** Parker, Gary  
**Sent:** Thursday, June 01, 2017 5:06 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Updated VERA VSIP Numbers

Donna,

Here is the SES/SL/ST list.

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

**From:** Vizian, Donna  
**Sent:** Thursday, June 01, 2017 4:31 PM  
**To:** Parker, Gary <parker.gary@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Updated VERA VSIP Numbers

Thanks Gary. Can I please get a list of SES positions being included.

**From:** Parker, Gary

**Sent:** Thursday, June 01, 2017 4:07 PM

**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** Updated VERA VSIP Numbers

Donna,

Attached are updated numbers. There are two items that will change these current numbers: 1) OCSPP is updating numbers on SES/SL/ST and 2) OLEM is providing the proper appropriations for their ☐ positions they reduced. Both offices have stated they will provide numbers to me tomorrow.

AO has SES/SL/ST as part of their submission and I am waiting to hear from Reggie on if they will change those numbers. All other offices that had SES/SL/ST positions in their submission have told me they will keep them in.

I added the schedule to the package as well.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 8/8/2017 9:30:26 PM  
**To:** Kenyon, Michael [Kenyon.Michael@epa.gov]  
**CC:** Szaro, Deb [Szaro.Deb@epa.gov]  
**Subject:** RE: response to your message re V/V

Thanks Mike. I will let you know if we need to talk

---

**From:** Kenyon, Michael  
**Sent:** Tuesday, August 08, 2017 5:10 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Szaro, Deb <Szaro.Deb@epa.gov>  
**Subject:** response to your message re V/V

Donna –

I just left you a message, but realize you may be in a meeting on this now, so am sending you this email.

As I understand it,

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Obviously, please feel free to call me. I just wanted to get this information to you in case you need it now.

Thanks, Mike

*Michael P. Kenyon  
Assistant Regional Administrator  
Office of Administration and Resource Management  
EPA Region 1 – New England  
(617) 918-1093*

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 3/28/2017 3:51:32 PM  
**To:** Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]  
**Subject:** FW: V/V

## Ex. 5 - Deliberative Process

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 28, 2017 11:43 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Re: V/V

We need to know step-- i'll try to call him if you don't know.

---

**From:** Vizian, Donna  
**Sent:** Tuesday, March 28, 2017 11:40:55 AM  
**To:** Hart, Debbi  
**Subject:** RE: V/V

### Ex. 5 - Deliberative Process

Should I call Arron?

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 28, 2017 11:39 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Re: V/V

## Ex. 5 - Deliberative Process

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**From:** Vizian, Donna  
**Sent:** Tuesday, March 28, 2017 11:35 AM  
**To:** Hart, Debbi  
**Subject:** RE: V/V

### Ex. 5 - Deliberative Process

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 28, 2017 10:21 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Re: V/V

### Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

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**From:** Vizian, Donna

**Sent:** Tuesday, March 28, 2017 9:59 AM

**To:** Hart, Debbi

**Subject:** V/V

Could you quickly cost out and estimate for

Ex. 5 - Deliberative Process

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 8/1/2017 10:47:22 PM  
**To:** Thomas, Deb [thomas.debrah@epa.gov]  
**Subject:** Your V/V question

Hi Deb,

I had a conversation with Rick and talked through a path forward. I don't see how this position can be restructured. Rick has the details, but feel free to call if you want to talk.

Best,  
Donna



**To:** Parker, Gary[parker.gary@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Thur 6/1/2017 8:51:44 PM  
**Subject:** RE: Updated VERA VSIP Numbers

I'll take what you have for now - thanks

**From:** Parker, Gary  
**Sent:** Thursday, June 01, 2017 4:38 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: Updated VERA VSIP Numbers

## Ex. 5 - Deliberative Process

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

**From:** Vizian, Donna  
**Sent:** Thursday, June 01, 2017 4:31 PM  
**To:** Parker, Gary <parker.gary@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Updated VERA VSIP Numbers

Thanks Gary. Can I please get a list of SES positions being included.

**From:** Parker, Gary  
**Sent:** Thursday, June 01, 2017 4:07 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Updated VERA VSIP Numbers

Donna,

Attached are updated numbers.

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

I added the schedule to the package as well.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 6/6/2017 10:23:14 PM  
**To:** Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Gray, Linda [gray.linda@epa.gov]  
**CC:** Showman, John [Showman.John@epa.gov]  
**Subject:** FW: Coming Up on 6/15: Reduction in Force: Planning and Best Practices  
**Attachments:** OPM Reshaping Events and Resources (6 6 17).pdf

We should probably be attending all the reshaping events....

---

**From:** Workforce [mailto:Workforce@opm.gov]  
**Sent:** Tuesday, June 06, 2017 6:18 PM  
**To:** Workforce <Workforce@opm.gov>  
**Subject:** Coming Up on 6/15: Reduction in Force: Planning and Best Practices

Our next event, ***Reduction in Force: Planning and Best Practices***, will be held on June 15th from 1 PM to 3 PM in the OPM Auditorium and via Webcast. This session will dive into the important policy and operational decisions facing agencies that are preparing for a Reduction in Force (RIF). Federal human resources leaders and program managers who have been through the RIF process will share their best practices and advice.

Please register to attend at <https://www.eventbrite.com/e/reduction-in-force-planning-and-best-practices-tickets-34883759263>.

To learn more about Workforce Reshaping, please go to: <https://www.opm.gov/reshaping>. We have just updated our page with the new streamlined [VERA request template](#), [VSIP request template](#) and the [Top 10 Frequently Asked Questions about VERA and VSIP](#).

For more information about upcoming events and past presentations that are now available on [OPM's YouTube channel](#), please see the attached calendar of events and resources. We have added several videos to our collection, including presentations on:

- [Strategic Workforce Planning](#)
- [The Basic Building Blocks for Quality Data](#)
- [UnlockTalent.gov](#)

In addition to these events and resources, OPM's Human Resources Solutions maintains a full schedule of HR Training on Demand courses featuring sessions on topics including Reduction in Force, performance management, job analysis, staffing and more. For details, please visit: <https://www.opm.gov/services-for-agencies/news/2017/1/hr-training-on-demand-upcoming-courses/>.

As always, if you have any questions or concerns about workforce reshaping, please reach out to us at [workforce@opm.gov](mailto:workforce@opm.gov).

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 7/20/2017 4:43:58 PM  
**To:** Weekly Report Group [Weekly\_Report\_Group@epa.gov]  
**CC:** Showman, John [Showman.John@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]  
**Subject:** OARM Weekly Report July 20, 2017  
**Attachments:** Office of Administration and Resources Management.weekly 7.20.17.docx

Message

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**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 4/17/2017 12:46:51 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]; Smith, Kathryn [Smith.Kathryn@epa.gov]  
**Subject:** RE: Probationary Period

GM – I am confused by (b) when it says “if the individual has completed...” what happened is they have not completed the year? Thanks for your help.

---

**From:** Helm, Arron  
**Sent:** Friday, April 14, 2017 8:57 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: Probationary Period

Here is the information about employees in probationary period (less than 1 year of service). The only basis for separating during this period is linked to performance or conduct/qualifications for continued employment. If the reason for separation is budget or FTE reduction then they are subject to RIF procedures.

---

**From:** Helm, Arron  
**Sent:** Monday, March 06, 2017 11:34 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Probationary Period

Here is the CFR text regarding probationary periods.

**§ 315.803 Agency action during probationary period (general).**

(a) The agency shall utilize the probationary period as fully as possible to determine the fitness of the employee and shall terminate his services during this period if he fails to demonstrate fully his qualifications for continued employment.

(b) Termination of an individual serving a probationary period must be taken in accordance with subpart D of part 752 of this chapter if the individual has completed one year of current continuous service under other than a temporary appointment limited to 1 year or less and is not otherwise excluded by the provisions of that subpart.

<https://www.law.cornell.edu/cfr/text/5/315.803>

It talks about qualifications or fitness for the job only. For budgetary or other reductions competitive service probationary period employees are Career Conditional and would be subject to RIF procedures in a reduction. They would generally be the second category after non-permanent/non-status employees.

Let me know if this answers the question.

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 6/15/2017 9:30:13 PM  
**To:** Coomber, Robert [coomber.robert@epa.gov]  
**Attachments:** VERA-VSIP AnnouncementFlynnJune 19 2017.docx

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/24/2017 1:11:02 PM  
**To:** Jackson, Ryan [jackson.ryan@epa.gov]  
**CC:** Flynn, Mike [Flynn.Mike@epa.gov]; Brown, Byron [brown.byron@epa.gov]; Bloom, David [Bloom.David@epa.gov]; Greaves, Holly [greaves.holly@epa.gov]  
**Subject:** Re:

Ryan, our goal is to send out offer letters by mid to end of July. Those who accept the offer would need to be off our rolls by the end of the FY. We have seen an acceptance rate of about 30% in the past. The Acting AAs/RAs received the same chart yesterday, so some that are on the high end of offers are re-looking at their plan. Mike specifically asked a few to do so.

> On May 23, 2017, at 10:36 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

>  
> When will we offer the VERA/VSIP to the 1,352 targeted positions?

>  
>  
> \_\_\_\_\_  
> Ryan Jackson  
> Chief of Staff  
> U.S. EPA  
> (202) 564-6999



**To:** Flynn, Mike[Flynn.Mike@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Thur 6/1/2017 8:30:17 PM  
**Subject:** FW: Updated VERA VSIP Numbers  
20170601 VERA VSIP For Agency.xlsx

Sorry this took so long. See note below ....including SES positions

**From:** Parker, Gary  
**Sent:** Thursday, June 01, 2017 4:07 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Updated VERA VSIP Numbers

Donna,

Attached are updated numbers. There are two items that will change these current numbers: 1) OCSPP is updating numbers on SES/SL/ST and 2) OLEM is providing the proper appropriations for their ☐ positions they reduced. Both offices have stated they will provide numbers to me tomorrow.

AO has SES/SL/ST as part of their submission and I am waiting to hear from Reggie on if they will change those numbers. All other offices that had SES/SL/ST positions in their submission have told me they will keep them in.

I added the schedule to the package as well.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 5/23/2017 2:46:23 PM  
**To:** Gantt, Melissa [Gantt.Melissa@epa.gov]  
**Subject:** FW: Workforce Reshaping follow up  
**Attachments:** Copy of 05232017VERA VSIP Major Themes For Agency.xlsx

**Importance:** High

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 10:28 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>  
**Subject:** RE: Workforce Reshaping follow up  
**Importance:** High

Donna-

As promised. Jason provided Print instructions below and added a tab named "By Office" with the list of the percentages of the workforce by office. Workforce totals are up to date numbers as of yesterday. Let us know if questions. Thanks!

To print on one page:

On the Excel Print Screen, chose Landscape Orientation and on the bottom drop down about scaling, Choose the fit on one page option. This will create small print but can be improved by removing the comment column from the print selection.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:57 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a "safe position" since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 5/23/2017 2:46:10 PM  
**To:** 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Showman, John [Showman.John@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]  
**Subject:** Workforce Reshaping Summary information  
**Attachments:** Copy of 05232017VERA VSIP Major Themes For Agency.xlsx

**Importance:** High

Hi Everyone,

## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Attached is the result of the data collection on V/V plans. There are 2 summary charts. The "By Office" chart shows the percentage of offers accepted by NPM/Region. **Ex. 5 - Deliberative Process** The second summary chart "EPA" provides the percentage by Theme. I have also included a tab for each office. We will talk about next steps at noon.

thanks

Printing Instructions: On the Excel Print Screen, chose Landscape Orientation and on the bottom drop down about scaling, Choose the fit on one page option. This will create small print but can be improved by removing the comment column from the print selection.

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:57 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff

with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

## Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

Message

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 5/22/2017 9:55:11 PM  
**To:** Flynn, Mike [Flynn.Mike@epa.gov]; Bloom, David [Bloom.David@epa.gov]  
**Subject:** FW: Workforce Reshaping follow up  
**Attachments:** Copy of 05222017VERA VSIP Major Themes For Agency.xlsx

Preliminary version. Debbi is sending the QA's version tomorrow morning.

---

**From:** Hart, Debbi  
**Sent:** Monday, May 22, 2017 5:36 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>  
**Subject:** RE: Workforce Reshaping follow up

Donna-

# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Thank you. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:57 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple

appropriations, please indicate as such by using the “Across Multiple Appropriations” column along with specific details in the “Comments” column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

## Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna



## Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/1/2017 3:34:21 PM  
**To:** Fine, Steven [fine.steven@epa.gov]  
**Subject:** Fwd: EO workgroup info  
**Attachments:** Reform Plan Brainstorm Notes 5.24.17.docx; ATT00001.htm; EO implementation track.xlsx; ATT00002.htm

Begin forwarded message:

**From:** "Bell, Matthew" <[Bell.Matthew@epa.gov](mailto:Bell.Matthew@epa.gov)>  
**Date:** May 30, 2017 at 3:29:20 PM EDT  
**To:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** EO workgroup info

Below is the link to the EO Share Point site. I included on the site the notes from the other day, along with the excel "gantt" chart. I'm also attaching for quick reference.

Right now, only those listed in the meeting invite have permission (ie. Mike Flynn, John, Byron, David, Holly, etc). Please share once you're ready. As a reminder, there is some text in red that I needed clarity on (either an example or explanation).

# Ex. 6 - Personal Privacy

Message

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**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 5/1/2017 6:39:31 PM  
**To:** Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]  
**Subject:** RE: Thank You

Anytime. You know how to find me if you need to talk though things.

---

**From:** Radzikowski, Mary Ellen  
**Sent:** Monday, May 01, 2017 2:39 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Thank You

Donna, thanks so much for taking time out of your busy day to talk to our group about the v/v strategy under development here in ORD. Your comments were really helpful and helped push us to closure.

MER

Mary Ellen Radzikowski  
Acting Associate Assistant Administrator  
Office of Research and Development  
[Radzikowski.maryellen@epa.gov](mailto:Radzikowski.maryellen@epa.gov)  
202 564 6757

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 5/19/2017 9:52:58 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: V/V Materials: Matrix and Targeted Position Template

She looked tired this week, Is she ok?

---

**From:** Hart, Debbi  
**Sent:** Friday, May 19, 2017 5:41 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: V/V Materials: Matrix and Targeted Position Template

She hasn't yet but she alerted me that she was reviewing now. Poor thing—she sounds tired.

We have all but AO and OCFO and R10's final (we got a version from them). Spoke with OCFO this morning so I know they'll come through. No idea about AO!

---

**From:** Vizian, Donna  
**Sent:** Friday, May 19, 2017 5:12 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Fwd: V/V Materials: Matrix and Targeted Position Template

Not sure if Lynnann passed along.

Begin forwarded message:

**From:** "Lemley, Lauren" <Lemley.Lauren@epa.gov>  
**Date:** May 19, 2017 at 2:55:30 PM MDT  
**To:** "Showman, John" <Showman.John@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>, "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>  
**Cc:** "Wheeler, Kimberly" <Wheeler.Kimberly@epa.gov>  
**Subject:** V/V Materials: Matrix and Targeted Position Template

Hi,

I sent this to Lynnann earlier this afternoon for review. I know she is out of the office and I wasn't sure if it was forwarded on. I wanted to make sure you all had the documents. Thanks!

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

---

**From:** Lemley, Lauren  
**Sent:** Friday, May 19, 2017 12:52 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Matrix and Targeted Position Template

Hi,

Please see the two documents attached – the completed matrix and the targeted position template. A couple of things:

For the Matrix – I have put two tabs – one rolls up to OARM level and one shows each office breakdown. Also, I followed the directions in the email and put the across appropriations entries in that column and then included a comment to show the breakdown.

Target Position Template – Again two tabs – one with numbers and one with names/office/division. The template is complete with all office clarifications. I am missing a few names from OAM – those are highlighted in yellow (second tab)

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 5/1/2017 12:36:51 PM  
**To:** Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]  
**CC:** Osaka, Anna [Osaka.Anna@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]  
**Subject:** RE: ORD's EC Subcommittee call at noon today on V/V

Hi – Would it be ok if I call in about 12:20? I need to meet with OCIR and that ends at 12:15.

---

**From:** Radzikowski, Mary Ellen  
**Sent:** Monday, May 01, 2017 8:31 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Osaka, Anna <Osaka.Anna@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>  
**Subject:** ORD's EC Subcommittee call at noon today on V/V

Good morning Donna. First let me thank you for offering to talk to the ORD EC subcommittee today on the V V planning efforts. I would like to offer this game plan. The call starts at noon and I already advised my subcommittee that we need to complete any discussion with you in 20 minutes.... Hopefully giving you some time to breathe before your next meeting.

The goal is to quickly summarize our strategy for the VV and then ask for your insights, guidance, etc. that will help us be as successful as possible in this effort. I don't believe we have any show stoppers, but you have greater visibility into the agency plan than we do. Hopefully this makes sense.

## Ex. 6 - Personal Privacy

Thanks again and talk at noon. The invite has the call in number.

Mary Ellen Radzikowski  
Acting Associate Assistant Administrator  
Office of Research and Development  
[Radzikowski.maryellen@epa.gov](mailto:Radzikowski.maryellen@epa.gov)  
202 564 6757

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 4/28/2017 5:19:14 PM  
**To:** 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]; ARA [ARA@epa.gov]; DRA [DRA@epa.gov]; DAA-Career [DAACareer@epa.gov]  
**Subject:** "Safe" positions for VSIP

Hi Everyone. You may recall that a few weeks ago we talked about language regarding safe positions that was included in OPM's revised V/V guidance that was issued in March. This week we received clarification from OPM which gives us greater flexibility in establishing a pool of eligible positions. The definition is below. Please let me know if you have any questions.

Enjoy the weekend.  
Donna

---

**From:** Reinhold, Mark D [mailto:Mark.Reinhold@opm.gov]  
**Sent:** Wednesday, April 26, 2017 8:50 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** "Safe" positions for VSIP [WARNING: DKIM validation failed]

Hi Donna – Hope all is well. I can't remember if I ever closed the loop on this. The bottom line is that you can include "safe" positions in a VSIP offering to the extent that they may provide a placement for an employee whose position is subject to elimination/restructuring. Here's a working definition:

"Safe" positions: positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide placement for an employee whose position will be reduced/restructured/eliminated.

Mark

Mark Reinhold  
*Associate Director, Employee Services  
and Chief Human Capital Officer*  
[mark.reinhold@opm.gov](mailto:mark.reinhold@opm.gov)

*To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.*

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 3/17/2017 1:32:21 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Re: Policy question

Yep. Drive 2 hours.

> On Mar 17, 2017, at 9:20 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

>

> 2 hours?

>

>> On Mar 17, 2017, at 8:49 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>>

>> Thanks. Did my 2 hours ow Mike is driving.

>>

>>> On Mar 17, 2017, at 8:48 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

>>>

>>> Morning. Sure-will do.

>>>

>>> Sent from my iPhone

>>>

>>>> On Mar 17, 2017, at 8:46 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>>>>

>>>> GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer beget 10 on Monday? Thanks much

**To:** Best-Wong, Benita[Best-Wong.Benita@epa.gov]  
**Cc:** Shapiro, Mike[Shapiro.Mike@epa.gov]; Torrez, Alfredo[Torrez.Alfredo@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Mon 6/5/2017 9:10:51 PM  
**Subject:** RE: Urgent V/V question

Thanks Benita

**From:** Best-Wong, Benita  
**Sent:** Monday, June 05, 2017 4:42 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Shapiro, Mike <Shapiro.Mike@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>  
**Subject:** RE: Urgent V/V question

Hi Donna,

## Ex. 5 - Deliberative Process

Regards,

Benita

Benita Best-Wong

Acting Principal Deputy Assistant Administrator

Office of Water

US EPA

1200 Pennsylvania Avenue, NW

Washington, DC 20460

202-566-1159

**From:** Vizian, Donna



**Sent:** Monday, June 05, 2017 2:22 PM  
**To:** Best-Wong, Benita <[Best-Wong.Benita@epa.gov](mailto:Best-Wong.Benita@epa.gov)>  
**Cc:** Shapiro, Mike <[Shapiro.Mike@epa.gov](mailto:Shapiro.Mike@epa.gov)>  
**Subject:** Re: Urgent V/V question

We probably need to talk

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

On Jun 5, 2017, at 2:09 PM, Best-Wong, Benita <[Best-Wong.Benita@epa.gov](mailto:Best-Wong.Benita@epa.gov)> wrote:

## Ex. 5 - Deliberative Process

Regards,

Benita

Benita Best-Wong

Acting Principal Deputy Assistant Administrator

Office of Water

US EPA

1200 Pennsylvania Avenue, NW

Washington, DC 20460

202-566-1159

**From:** Vizian, Donna  
**Sent:** Monday, June 05, 2017 2:01 PM  
**To:** Best-Wong, Benita <[Best-Wong.Benita@epa.gov](mailto:Best-Wong.Benita@epa.gov)>  
**Cc:** Shapiro, Mike <[Shapiro.Mike@epa.gov](mailto:Shapiro.Mike@epa.gov)>  
**Subject:** FW: Urgent V/V question

This is what Alfredo sent to my folks

## Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

**From:** Hart, Debbi  
**Sent:** Monday, June 05, 2017 1:58 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** FW: Urgent V/V question

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Torrez, Alfredo  
**Sent:** Monday, June 05, 2017 12:31 PM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Stevens, Robert <[Stevens.Robert@epa.gov](mailto:Stevens.Robert@epa.gov)>; Erickson, Amber <[Erickson.Amber@epa.gov](mailto:Erickson.Amber@epa.gov)>  
**Subject:** RE: Urgent V/V question

Gary,

The requested information is below. Let me know if you need additional information.

# Ex. 5 - Deliberative Process

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: **Ex. 6 - Personal Privacy**

Fax: (202) 564-0500

Email: [torrez.alfredo@epa.gov](mailto:torrez.alfredo@epa.gov)

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

**From:** Parker, Gary

**Sent:** Monday, June 05, 2017 10:29 AM

**To:** Torrez, Alfredo <[Torrez.Alfredo@epa.gov](mailto:Torrez.Alfredo@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** Urgent V/V question

Alfredo,

Donna needs to know

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

**From:** Vizian, Donna

**Sent:** Monday, June 05, 2017 9:45 AM

**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** V/V questions

Hi – **Ex. 5 - Deliberative Process** thanks

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 3/16/2017 10:25:11 PM  
**To:** Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]  
**Subject:** V/V

Hi – please keep this close for a bit longer but we received the OK to move forward with a V/V that ends before 9/30. I reached out to OPM to schedule a call to talk through how flexible our business case can be.

**To:** Richardson, RobinH[Richardson.RobinH@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Tue 5/16/2017 1:24:48 PM  
**Subject:** Re: 1st Assistants meeting

GM. Sure.

> On May 16, 2017, at 4:42 AM, Richardson, RobinH <Richardson.RobinH@epa.gov> wrote:

>

> GM! Hope Vegas is sunny! Mike and I agreed to keep the meeting. He asked me to coordinate with David.

**Ex. 5 - Deliberative Process**

Sound ok?

>

> Robin H Richardson

> PDAA, EPA/OCIR

> (202) 564-3358 (desk)

**Ex. 6 - Personal Privacy**

> richardson.robinh@epa.gov

>

>> On May 15, 2017, at 1:33 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>>

>> Hi. Just landed in LV. Call when you can.

>>

>>> On May 15, 2017, at 7:11 AM, Richardson, RobinH <Richardson.RobinH@epa.gov> wrote:

>>>

>>> GM! It was a nice weekend! I'm checking with Mike...he won't be here tomorrow either. Let's check in at 1pm...does that work?

>>>

>>> -----

>>> Robin H Richardson

>>> Principal Deputy Associate Administrator

>>> Office of Congressional and Intergovernmental Relations

>>> U.S. Environmental Protection Agency

>>> 202-564-3358 (desk)

**Ex. 6 - Personal Privacy**

>>> richardson.robinh@epa.gov

>>>

>>> -----Original Message-----

>>> From: Vizian, Donna

>>> Sent: Monday, May 15, 2017 8:03 AM

>>> To: Richardson, RobinH <Richardson.RobinH@epa.gov>

>>> Subject: 1st Assistants meeting

>>>

>>> GM. Hope you had a good weekend. Neither John nor I will be in the office tomorrow. We will be on a plane back from LV. if you want someone from OARM it is likely Lynnann. Or I can ask Debbi if you think it will be V/V focused.

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/15/2017 12:02:39 PM  
**To:** Richardson, RobinH [Richardson.RobinH@epa.gov]  
**Subject:** 1st Assistants meeting

GM. Hope you had a good weekend. Neither John nor I will be in the office tomorrow. We will be on a plane back from LV. if you want someone from OARM it is likely Lynnann. Or I can ask Debbi if you think it will be V/V focused.

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 8/4/2017 12:26:21 PM  
**To:** Reinhold, Mark D [Mark.Reinhold@opm.gov]  
**Subject:** RE: EPA's VERA/VSIP Request -

Thanks Mark. Late yesterday Mike Mahoney responded that his person is out. I am getting a bit of pressure to move this quickly.

---

**From:** Reinhold, Mark D [mailto:Mark.Reinhold@opm.gov]  
**Sent:** Friday, August 04, 2017 6:42 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: EPA's VERA/VSIP Request -

Hi Donna – I'll be happy to touch bases with staff on this

Mark

---

**From:** Vizian, Donna [mailto:Vizian.Donna@epa.gov]  
**Sent:** Thursday, August 03, 2017 4:01 PM  
**To:** Reinhold, Mark D  
**Subject:** EPA's VERA/VSIP Request -

Hi Mark,

I hope all is well. I am seeking your assistance to expedite a slight change to our business case. Please see below the request my staff sent. Thanks in advance for your help.

Best,  
Donna

---

**From:** Hunt, Loretta  
**Sent:** Monday, July 31, 2017 3:38 PM  
**To:** Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy]; Hickey, Mike J. [Ex. 6 - Personal Privacy]  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** RE: EPA's VERA/VSIP Request -  
**Importance:** High

Gregory/Mike,

# Ex. 5 - Deliberative Process



# Ex. 5 - Deliberative Process

Thanks in advance for your review and assistance.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta

**Sent:** Friday, July 28, 2017 4:26 PM

**To:** Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J. Ex. 6 - Personal Privacy

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** Re: EPA's VERA/VSIP Request -

Gregory/Mike,

# Ex. 5 - Deliberative Process

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

---

**From:** Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>

**Sent:** Thursday, July 13, 2017 2:39 PM

**To:** Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J. Ex. 6 - Personal Privacy

**Cc:** Hart, Debbi

**Subject:** RE: EPA's VERA/VSIP Request -

Hello Loretta,

## Ex. 5 - Deliberative Process

Gregory Snowden  
OPM

---

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

**Sent:** Thursday, July 13, 2017 9:42 AM

**To:** Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J Ex. 6 - Personal Privacy

**Cc:** Hart, Debbi

**Subject:** RE: EPA's VERA/VSIP Request -

**Importance:** High

Gregory/Mike,

## Ex. 5 - Deliberative Process

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]

**Sent:** Monday, July 10, 2017 2:32 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** RE: EPA's VERA/VSIP Request

Here tis'...

-mike

---

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

**Sent:** Monday, July 10, 2017 11:13 AM

**To:** Mahoney, Michael J; Snowden, Gregory A

**Cc:** Hart, Debbi  
**Subject:** EPA's VERA/VSIP Request  
**Importance:** High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/5/2017 5:12:49 PM  
**To:** Shapiro, Mike [Shapiro.Mike@epa.gov]  
**CC:** Best-Wong, Benita [Best-Wong.Benita@epa.gov]  
**Subject:** Re: V/V

Thank you. Please confirm. We have 5 and I'm trying to finalize the numbers.

On Jun 5, 2017, at 1:12 PM, Shapiro, Mike <Shapiro.Mike@epa.gov> wrote:

No, just one as far as I know. Benita?

Michael Shapiro  
Deputy Assistant Administrator  
US EPA, Office of Water

On Jun 5, 2017, at 12:42 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Mike – I OW planning

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

**To:** Esher, Diana[Esher.Diana@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Mon 6/5/2017 5:01:05 PM  
**Subject:** Re: Revised Region 3 V/V Proposal

Thanks Diana

On Jun 5, 2017, at 12:59 PM, Esher, Diana <[Esher.Diana@epa.gov](mailto:Esher.Diana@epa.gov)> wrote:

Hello Donna,

Cecil just stopped by to confirm that we had revised our proposal regarding the SES positions last week. I'm forwarding the revised proposal to you for your information.

Please let us know if you need anything else. Hope this helps.

Diana

Diana Esher

Assistant Regional Administrator

for Policy and Management

US EPA Region 3

215-814-2706

[esher.diana@epa.gov](mailto:esher.diana@epa.gov)

**From:** McManus, Catharine  
**Sent:** Monday, June 05, 2017 10:31 AM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Burrows, Eileen <[BURROWS.EILEEN@EPA.GOV](mailto:BURROWS.EILEEN@EPA.GOV)>; Krakowiak, John

<Krakowiak.John@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>  
**Subject:** RE: V/V questions

Gary-

After further guidance, we removed SES positions from our proposal last week. The revised justification and spreadsheets were sent to Marvin Shulman. I am attaching the revised information for your reference. Please let me know if you have any other questions.

**From:** Parker, Gary  
**Sent:** Monday, June 05, 2017 10:26 AM  
**To:** McManus, Catharine <mcmanus.catharine@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** FW: V/V questions

Cathy,

## Ex. 5 - Deliberative Process

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

**From:** Vizian, Donna

**Sent:** Monday, June 05, 2017 9:45 AM

**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** V/V questions

Hi – can you tell me which SES positions R3 has targeted? thanks

<Copy of R3 Targeted Positions Template - revised 6.1.17.xlsx>

<R3 Business Case-update 6.1.17.docx>

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 6/5/2017 4:42:13 PM  
**To:** Shapiro, Mike [Shapiro.Mike@epa.gov]  
**Subject:** V/V

Hi Mike – I OW planning on

## **Ex. 5 - Deliberative Process**



**To:** Parker, Gary[parker.gary@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Fri 5/12/2017 7:34:31 PM  
**Subject:** RE: V/V Theme Email

Do you think the multiple approps confuses things?

**From:** Parker, Gary  
**Sent:** Friday, May 12, 2017 3:32 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** RE: V/V Theme Email

Donna,

Revised by

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:15 PM  
**To:** Parker, Gary <parker.gary@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** RE: V/V Theme Email

Gary – can you please delete the columns IG and following thanks

**From:** Parker, Gary  
**Sent:** Friday, May 12, 2017 2:30 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** V/V Theme Email

Donna,

Below is proposed email to send.

Colleagues,

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

**To:** Helm, Arron (Helm.Arron@epa.gov)[Helm.Arron@epa.gov]; Showman, John[Showman.John@epa.gov]; Carter, Rick[Carter.Rick@epa.gov]; Gray, Linda[gray.linda@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Tue 4/11/2017 9:27:37 PM  
**Subject:** OMB Workforce Reduction CHCOC Update

There is a call tomorrow at 2pm on plan going forward. I understand that the plan will be public tomorrow morning. Here is the code: **Ex. 6 - Personal Privacy** They sometimes have problem with the number of lines. John and I will be in the glass room. Rick and Linda, it would be good if you come here. thanks

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 8/3/2017 8:46:59 PM  
**To:** Bloom, David [Bloom.David@epa.gov]  
**Subject:** RE: V/V Status

Thank you

---

**From:** Bloom, David  
**Sent:** Thursday, August 03, 2017 4:46 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: V/V Status

Donna,  
I am fine with it. David

---

**From:** Vizian, Donna  
**Sent:** Thursday, August 03, 2017 4:44 PM  
**To:** Bloom, David <[Bloom.David@epa.gov](mailto:Bloom.David@epa.gov)>  
**Subject:** V/V Status

# Ex. 5 - Deliberative Process

# **Ex. 5 - Deliberative Process**

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 8/3/2017 8:43:45 PM  
**To:** Bloom, David [Bloom.David@epa.gov]  
**Subject:** V/V Status

# Ex. 5 - Deliberative Process

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 8/3/2017 8:01:17 PM  
**To:** Reinhold, Mark D [Mark.Reinhold@opm.gov]  
**BCC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** EPA's VERA/VSIP Request -  
**Attachments:** EPA Prog and Reg Business Cases Final 7-31-17 agency flex up to caps adjust.docx

Hi Mark,

I hope all is well. I am seeking your assistance to expedite a slight change to our business case. Please see below the request my staff sent. Thanks in advance for your help.

Best,  
Donna

---

**From:** Hunt, Loretta  
**Sent:** Monday, July 31, 2017 3:38 PM  
**To:** Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. **Ex. 6 - Personal Privacy** Hickey, Mike J. **Ex. 6 - Personal Privacy**  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** RE: EPA's VERA/VSIP Request -  
**Importance:** High

Gregory/Mike,

# Ex. 5 - Deliberative Process

Thanks in advance for your review and assistance.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



---

**From:** Hunt, Loretta

**Sent:** Friday, July 28, 2017 4:26 PM

**To:** Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]

**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

**Subject:** Re: EPA's VERA/VSIP Request -

Gregory/Mike,

## Ex. 5 - Deliberative Process

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

---

**From:** Snowden, Gregory A <Gregory.Snowden@opm.gov>

**Sent:** Thursday, July 13, 2017 2:39 PM

**To:** Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]

**Cc:** Hart, Debbi

**Subject:** RE: EPA's VERA/VSIP Request -

Hello Loretta,

## Ex. 5 - Deliberative Process

Gregory Snowden

OPM

---

**From:** Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

**Sent:** Thursday, July 13, 2017 9:42 AM

**To:** Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]

**Cc:** Hart, Debbi

**Subject:** RE: EPA's VERA/VSIP Request -

**Importance:** High

Gregory/Mike,

# Ex. 5 - Deliberative Process

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]  
**Sent:** Monday, July 10, 2017 2:32 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: EPA's VERA/VSIP Request

Here tis'...

-mike

---

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]  
**Sent:** Monday, July 10, 2017 11:13 AM  
**To:** Mahoney, Michael J; Snowden, Gregory A  
**Cc:** Hart, Debbi  
**Subject:** EPA's VERA/VSIP Request  
**Importance:** High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 2/28/2017 10:07:48 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: V/V timeline and costs

Going over in 5. Others there already

---

**From:** Hart, Debbi  
**Sent:** Tuesday, February 28, 2017 5:07 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Re: V/V timeline and costs

No -dinner rescheduled. What time?

Sent from my iPhone

On Feb 28, 2017, at 5:03 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Thanks. Dinner still on? Come to Del Friscos for a drink

---

**From:** Hart, Debbi  
**Sent:** Tuesday, February 28, 2017 4:47 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: V/V timeline and costs

Should have stated that our V/V costs are on the high end.

---

**From:** Vizian, Donna  
**Sent:** Tuesday, February 28, 2017 4:18 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: V/V timeline and costs

## Ex. 5 - Deliberative Process

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**From:** Hart, Debbi  
**Sent:** Tuesday, February 28, 2017 3:51 PM  
**To:** Showman, John <Showman.John@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** V/V timeline and costs  
**Importance:** High

Here you go. Let us know if there are questions.

# Ex. 5 - Deliberative Process

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/25/2017 7:11:58 PM  
**To:** McCabe, Catherine [McCabe.Catherine@epa.gov]  
**Subject:** Re: Update on V/V

Hi Catherine. Mike talked with the organizations on the high side. I expect a few adjustments there, but nothing else.

On May 25, 2017, at 2:53 PM, McCabe, Catherine <McCabe.Catherine@epa.gov> wrote:

Donna —

## Ex. 5 - Deliberative Process

---

**From:** Vizian, Donna  
**Sent:** Thursday, May 25, 2017 2:40 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>  
**Subject:** Update on V/V

Hi Everyone,

We received the green light to move forward. Thanks to those offices that sent in their packages. Please keep them coming. We are working on an announcement of the decision to staff, early communication, engaging the unions, a timeline and funding considerations. We will have an update on Tuesday at our noon meeting.

Enjoy the long weekend.

Donna

## Appointment

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 5/25/2017 3:59:19 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Showman, John [Showman.John@epa.gov]  
**Subject:** V/V followup  
**Location:** 3330N  
  
**Start:** 5/25/2017 7:30:00 PM  
**End:** 5/25/2017 8:30:00 PM  
**Show Time As:** Tentative

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 4/18/2017 12:59:51 AM  
**To:** Showman, John [Showman.John@epa.gov]  
**Subject:** Re: I think we should schedule

**Ex. 5 - Deliberative Process**

Maybe we should do all managers at 10 tomorrow?

> On Apr 17, 2017, at 8:19 PM, Showman, John <Showman.John@epa.gov> wrote:  
>  
> Your call but I think we will get more questions than we are prepared for at this stage.  
>  
> Sent from my iPhone  
>  
>> On Apr 17, 2017, at 7:59 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:  
>>  
>> The hiring freeze and V/V  
>>  
>>> On Apr 17, 2017, at 7:53 PM, Showman, John <Showman.John@epa.gov> wrote:  
>>>  
>>> For what purpose.  
>>>  
>>> Sent from my iPhone  
>>>  
>>>> On Apr 17, 2017, at 6:13 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:  
>>>>  
>>>> An all employees meeting for Thursday



Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 6/19/2017 7:32:52 PM  
**To:** Bloom, David [Bloom.David@epa.gov]  
**Subject:** RE: V/V

We can put in the date. Thanks David.

---

**From:** Bloom, David  
**Sent:** Monday, June 19, 2017 3:02 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** V/V

Donna,  
The only change would be to put the exact date. The official end of the pay period is September 2<sup>nd</sup> but that is a Saturday and I assume you said September 1<sup>st</sup> since that is a Friday. David

David Bloom  
Acting Chief Financial Officer  
Office of the Chief Financial Officer  
Environmental Protection Agency  
(202) 564-1151

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 4/11/2017 12:31:25 PM  
**To:** Gantt, Melissa [Gantt.Melissa@epa.gov]  
**Subject:** FW: Workforce planning materials  
**Attachments:** Eligibility report 4.6.17.xlsx; ATT00001.htm; VSIP Checklist 2017.docx; ATT00002.htm; VERA Checklist 2017.docx; ATT00003.htm; Restructure NonsupervisoryApril2017.docx; ATT00004.htm; Guiding Questions WFP April2017.docx; ATT00005.htm; Templatedraft 4.7.17.xlsx; ATT00006.htm; Example VERA VSIP Justifications April2017.docx; ATT00007.htm; vsip\_guide.pdf; ATT00008.htm; vera\_guide.pdf; ATT00009.htm; VERA-VSIP Overview Presentation April2017.pptx; ATT00010.htm

Melissa – can you please make copied for me and John. We don't need the OPM guide

---

**From:** Hart, Debbi  
**Sent:** Tuesday, April 11, 2017 8:00 AM  
**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>  
**Subject:** Workforce planning materials

FYI—here is some material we put together for discussion at today's meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! ☺ Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Thanks. Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 4/18/2017 12:56:38 AM  
**To:** Showman, John [Showman.John@epa.gov]  
**Subject:** Re: I think we should schedule

Agree but I believe other offices are doing it. We could do all managers instead. I think we are safer than having our ODS do it.

> On Apr 17, 2017, at 8:19 PM, Showman, John <Showman.John@epa.gov> wrote:

>  
> Your call but I think we will get more questions than we are prepared for at this stage.

>  
> Sent from my iPhone

>  
>> On Apr 17, 2017, at 7:59 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>>  
>> The hiring freeze and V/V

>>  
>>> On Apr 17, 2017, at 7:53 PM, Showman, John <Showman.John@epa.gov> wrote:

>>>  
>>> For what purpose.

>>>  
>>> Sent from my iPhone

>>>  
>>>> On Apr 17, 2017, at 6:13 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>>>>  
>>>> An all employees meeting for Thursday

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 7/10/2017 7:21:32 PM  
**To:** Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]  
**Subject:** FW: EPA's VERA/VSIP Request  
**Attachments:** 20170710142134290.pdf; ATT00001.htm

FYI

---

**From:** Hart, Debbi  
**Sent:** Monday, July 10, 2017 2:56 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** Fwd: EPA's VERA/VSIP Request

FYI- Loretta is alerting folks.

Sent from my iPhone

Begin forwarded message:

**From:** "Mahoney, Michael J" <Mike.Mahoney@opm.gov>  
**Date:** July 10, 2017 at 2:31:37 PM EDT  
**To:** "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Snowden, Gregory A" <Gregory.Snowden@opm.gov>  
**Cc:** "Hart, Debbi" <Hart.Debbi@epa.gov>  
**Subject:** RE: EPA's VERA/VSIP Request

Here tis'...

-mike

---

**From:** Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]  
**Sent:** Monday, July 10, 2017 11:13 AM  
**To:** Mahoney, Michael J; Snowden, Gregory A  
**Cc:** Hart, Debbi  
**Subject:** EPA's VERA/VSIP Request  
**Importance:** High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 3/31/2017 8:48:46 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]  
**CC:** Bell, Matthew [Bell.Matthew@epa.gov]  
**Subject:** RE: Are the revised EMC papers on the G drive?

After the change to the EO paper, can I get 30 copies of that and the V/V paper

---

**From:** Cooper, Marian  
**Sent:** Friday, March 31, 2017 4:21 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** Re: Are the revised EMC papers on the G drive?

Should be. Matt needs to verify.

Sent from my iPhone

On Mar 31, 2017, at 4:06 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Message

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 7/18/2017 7:39:55 PM  
**To:** Wheeler, Kimberly [Wheeler.Kimberly@epa.gov]  
**Subject:** FW: Updated Workforce Reshaping Options Document  
**Attachments:** Workforce Reshaping Options 7-12-17.docx

**Importance:** High

For tomorrow. Can you make about 10 copies. thx

**From:** Hunt, Loretta  
**Sent:** Wednesday, July 12, 2017 12:00 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Updated Workforce Reshaping Options Document  
**Importance:** High

Donna,

## Ex. 5 - Deliberative Process

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 3/30/2017 2:53:27 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** RE: Administrative Furlough

This is confusing:

## Ex. 5 - Deliberative Process

**From:** Helm, Arron  
**Sent:** Thursday, March 30, 2017 10:14 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Administrative Furlough

Per OPM, any furlough in excess of 22 workdays must follow RIF procedures. Here are a couple of key Q and A's from OPM Guidance.

Essentially, we'd have to run a full RIF – Identifying Comp Areas and levels to be furloughed. The

This does not apply to a shutdown furlough.

Also, provided link to the full updated OPM Guidance.

### **N. Procedures—More than 22 Workdays (Extended Furlough)**

#### **1. When is an agency required to use reduction in force (RIF) procedures to administratively furlough employees?**

**A.** Agencies must follow RIF procedures for an extended furlough of more than 30 continuous calendar days, or of more than 22 discontinuous workdays (though, importantly, a furlough is a temporary placement in non-pay/non-duty status; it is not a permanent separation from service).

#### **If an agency needs to administratively furlough employees for more than 30 calendar days (or more than 22 workdays), must the complete 5 CFR part 351 procedures be followed?**

Yes. The complete procedures in 5 CFR part 351 must be followed, including a minimum 60 days specific written notice of the furlough action. (Question 16 has additional information on notice requirements.) The only exception to the regular procedures involves assignment rights (i.e., “bump” and “retreat” rights; see question 4).

#### **4. When does an employee who is reached for an extended furlough action during an administrative furlough have a right of assignment to another position?**

**A.** An employee reached for release from the competitive level because of an extended furlough has assignment rights to other positions on the same basis as an employee reached for release as a result of other RIF actions (e.g., separation or downgrading).

Because of the requirement in 5 CFR 351.701(a) that assignment rights apply only to positions lasting at least 3 months, an employee reached for an extended continuous furlough does not have assignment rights to a position held by another employee who is not affected by the furlough unless the furlough extends for 90 or more consecutive days. Also, an employee reached for a discontinuous extended furlough action does not have assignment rights to another position.

The undue interruption standard could apply to an extended furlough over 90 consecutive days. (As defined in 5 CFR 351.203, “undue interruption” essentially means that a higher-standing employee who is otherwise qualified for the assignment may exercise the assignment right only if the employee is able to perform the work of the



position of the lower-standing employee within 90 days of the assignment.) The agency must consider whether undue interruption would result from both (1) the displacement of a lower-standing employee from the competitive level affected by the furlough, and (2) the recall of both employees to their official positions at the end of the furlough period.

**6. Some employees within a competitive area are paid from appropriated funds. Some are paid from a variety of other funding sources, such as trust funds, working capital, user fees, etc. Are employees who are paid from these other sources exempt from an administrative furlough and the 5 CFR part 351 process?**

**A.** Regardless of the source from which an employee is paid, each employee within a competitive area would be subject to displacement by higher standing employees within the same competitive area.

<https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-administrative-furloughs.pdf>

Arron E. Helm  
Director  
Office of Administration and Resources Management  
Research Triangle Park  
(919) 541-4252



**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 3/29/2017 4:33:13 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** RE: more workforce restructuring info

Thanks. What does this mean for the Title 42s?

---

**From:** Helm, Arron  
**Sent:** Wednesday, March 29, 2017 12:32 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** more workforce restructuring info

Another bit of info – all temp promotion/detail employees should be returned to their positions of record prior to the RIF, and they compete in their permanent position/comp level.

Also, OPM guidance says the agency MUST first release all temp appointees in a comp level. I believe that includes term employees.

Arron E. Helm  
Director  
Office of Administration and Resources Management  
Research Triangle Park  
(919) 541-4252



**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

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**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 7/18/2017 3:14:19 PM  
**To:** Greaves, Holly [greaves.holly@epa.gov]  
**Subject:** FW: V/V  
**Attachments:** V\_V Summary Slides for Leadership 6.21.17.pptx

I think the attached is helpful. Slide #3 has targeted positions and max offers by office. It is 



 total

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 3/28/2017 6:09:20 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** Re: grade levels

Early?

On Mar 28, 2017, at 2:08 PM, Helm, Arron <Helm.Arron@epa.gov> wrote:

**Ex. 5 - Deliberative Process**

Sent from my iPhone

On Mar 28, 2017, at 2:07 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Ok. Not SES?

What happens to title 42 is a RIF?

On Mar 28, 2017, at 2:07 PM, Helm, Arron <Helm.Arron@epa.gov> wrote:

Experts/Consultants, AD and Title 42.

Sent from my iPhone

On Mar 28, 2017, at 2:06 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

What is 00

On Mar 28, 2017, at 2:00 PM, Helm, Arron  
<Helm.Arron@epa.gov> wrote:

Here are the grade levels.

<image002.png>

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 7/18/2017 3:05:32 PM  
**To:** Greaves, Holly [greaves.holly@epa.gov]  
**Subject:** V/V paper  
**Attachments:** VERA VSIP COS July2017docx.docx; VERA VSIP edit COS July2017docx.docx

Hi Holly,

Here are our suggestions. I attached two files. One clean and one that shows the changes. **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process** I would bet Carol Terris could. Please let me know if you have any questions.

Thanks  
Donna

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/13/2017 1:45:03 PM  
**To:** Walsh, Ed [Walsh.Ed@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]  
**Subject:** Fwd: Vera VSIP

From Debbi. I am also on my way to OPM and will ask

Begin forwarded message:

**From:** "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Date:** June 13, 2017 at 9:41:59 AM EDT  
**To:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** RE: Vera VSIP

Not a requirement to my knowledge. Will try to confirm.

-----Original Message-----

From: Vizian, Donna  
Sent: Tuesday, June 13, 2017 9:33 AM  
To: Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
Subject: FW: Vera VSIP

Do you know

-----Original Message-----

From: Walsh, Ed  
Sent: Tuesday, June 13, 2017 9:31 AM  
To: Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Richardson, RobinH  
<[Richardson.RobinH@epa.gov](mailto:Richardson.RobinH@epa.gov)>  
Subject: Vera VSIP

Hi Donna/ Robin.

Do you know of any specific requirement to notify congress of plans around VERA/VSIP?

Thanks

Ed

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 3/28/2017 6:07:44 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** Re: grade levels

Ok. Not SES?

What happens to title 42 is a RIF?

On Mar 28, 2017, at 2:07 PM, Helm, Arron <Helm.Arron@epa.gov> wrote:

Experts/Consultants, AD and Title 42.

Sent from my iPhone

On Mar 28, 2017, at 2:06 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

What is 00

On Mar 28, 2017, at 2:00 PM, Helm, Arron <Helm.Arron@epa.gov> wrote:

Here are the grade levels.

<image002.png>

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/13/2017 1:41:28 PM  
**To:** Walsh, Ed [Walsh.Ed@epa.gov]  
**CC:** Richardson, RobinH [Richardson.RobinH@epa.gov]  
**Subject:** Re: Vera VSIP

I am checking with my folks

> On Jun 13, 2017, at 9:31 AM, Walsh, Ed <Walsh.Ed@epa.gov> wrote:  
>  
> Hi Donna/ Robin.  
>  
> Do you know of any specific requirement to notify congress of plans around VERA/VSIP?  
>  
> Thanks  
>  
> Ed



Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 3/28/2017 5:38:39 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** RE: V/V

Can I get workforce #s by grades?


---

**From:** Helm, Arron  
**Sent:** Tuesday, March 28, 2017 1:29 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: V/V

Yes, that is what I use.

---

**From:** Vizian, Donna  
**Sent:** Tuesday, March 28, 2017 1:29 PM  
**To:** Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: V/V

Can I use  for the average annual attrition?

---

**From:** Helm, Arron  
**Sent:** Tuesday, March 28, 2017 1:19 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** V/V


Update with 5 Weeks

# Ex. 5 - Deliberative Process

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 3/28/2017 5:28:44 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**Subject:** RE: V/V

Can I use  for the average annual attrition?

---

**From:** Helm, Arron  
**Sent:** Tuesday, March 28, 2017 1:19 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** V/V

Update with 5 Weeks

# Ex. 5 - Deliberative Process

**To:** Bloom, David[Bloom.David@epa.gov]  
**From:** Vizian, Donna  
**Sent:** Tue 3/28/2017 5:27:56 PM  
**Subject:** V/V

I am having a really hard time with the scenarios. I am waiting to the attrition numbers. Any ideas?

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

With the current attrition rate and very limited hiring, we could see our on-board numbers go down to:

## **Ex. 5 - Deliberative Process**

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 3/28/2017 3:59:39 PM  
**To:** Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]  
**Subject:** another ?

Did you send me something on the RIF order of implementation?

Message

---

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 6/12/2017 2:11:05 PM  
**To:** Kenny, Shannon [Kenny.Shannon@epa.gov]  
**Subject:** RE: Reorgs

GM - Let me check in with my folks.

---

**From:** Kenny, Shannon  
**Sent:** Monday, June 12, 2017 10:05 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Fwd: Reorgs

Hi, sorry for the second email, but I meant to mention that our reorg will simply move whole boxes on the org chart from OECA to OP and not change anyone's jobs. So less troublesome for VERA VSIP than other reorgs may be.

Shannon

Sent from my iPhone

Begin forwarded message:

**From:** [Kenny.Shannon@epa.gov](mailto:Kenny.Shannon@epa.gov)  
**Date:** June 12, 2017 at 9:57:47 AM EDT  
**To:** Donna Vizian <[vizian.donna@epa.gov](mailto:vizian.donna@epa.gov)>  
**Subject:** Reorgs

Hi Donna, may we still proceed with the reorg Larry and I are working on? I'm told the PMOs received a message that all reorgs are now on hold. We are in process of drafting package for OARM review now and planned to have it to you mid-week. If we need some sort of waiver pls let me know who we need to work with.

Shannon

Sent from my iPhone

Message

**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 6/7/2017 9:22:53 PM  
**To:** Wheeler, Kimberly [Wheeler.Kimberly@epa.gov]  
**Subject:** FW: How to organize the V/V information  
**Attachments:** VSIP request template FINAL.pdf; VERA request template FINAL.pdf; EPA Prog and Reg Business Cases 6-5-17.docx  
**Importance:** High

For my airplane folder

**From:** Hart, Debbi  
**Sent:** Wednesday, June 07, 2017 1:00 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** FW: How to organize the V/V information  
**Importance:** High

Per discussion, please look at the Word file attached which contains a table of contents showing how we would structure our agency business case. If we organize by office instead of by themes we will avoid some redundancy and it will likely make offices feel better that all of their info is in one place rather than parsed out by theme. We can capture themes in our overview. What do you think? We are ready to populate with the final submissions we have (several offices are STILL finalizing). Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 6:41 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: How to organize the V/V information

REMINDER

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Monday, June 05, 2017 6:55 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** How to organize the V/V information

**Importance:** High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

1. Regional/Program Business Cases/Budget Info (one document)
2. Targeted Position Spreadsheet
3. Org Charts (one file?)

## Ex. 5 - Deliberative Process

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 7/10/2017 9:45:08 PM  
**To:** Terris, Carol [Terris.Carol@epa.gov]  
**CC:** Bloom, David [Bloom.David@epa.gov]  
**Subject:** Thank You

Carol, just a quick note to say thanks to you and your staff for helping with the costing of the V/V package. We could not have done it without your help.

Best,  
Donna



Message

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**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 6/6/2017 10:54:51 PM  
**To:** Robbins, Chris [Robbins.Chris@epa.gov]  
**Subject:** RE: Decision on including SES in the V/V

Have a message in, have not heard back

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**From:** Robbins, Chris  
**Sent:** Tuesday, June 06, 2017 6:50 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Re: Decision on including SES in the V/V

Thanks, Donna. Totally understand. We're u able to confirm our earlier convo with opm? Thx

Sent from my iPhone

On Jun 6, 2017, at 5:35 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi – I am sending to a small group,

**Ex. 5 - Deliberative Process**

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Please let me know if you have any questions.

Thanks  
Donna